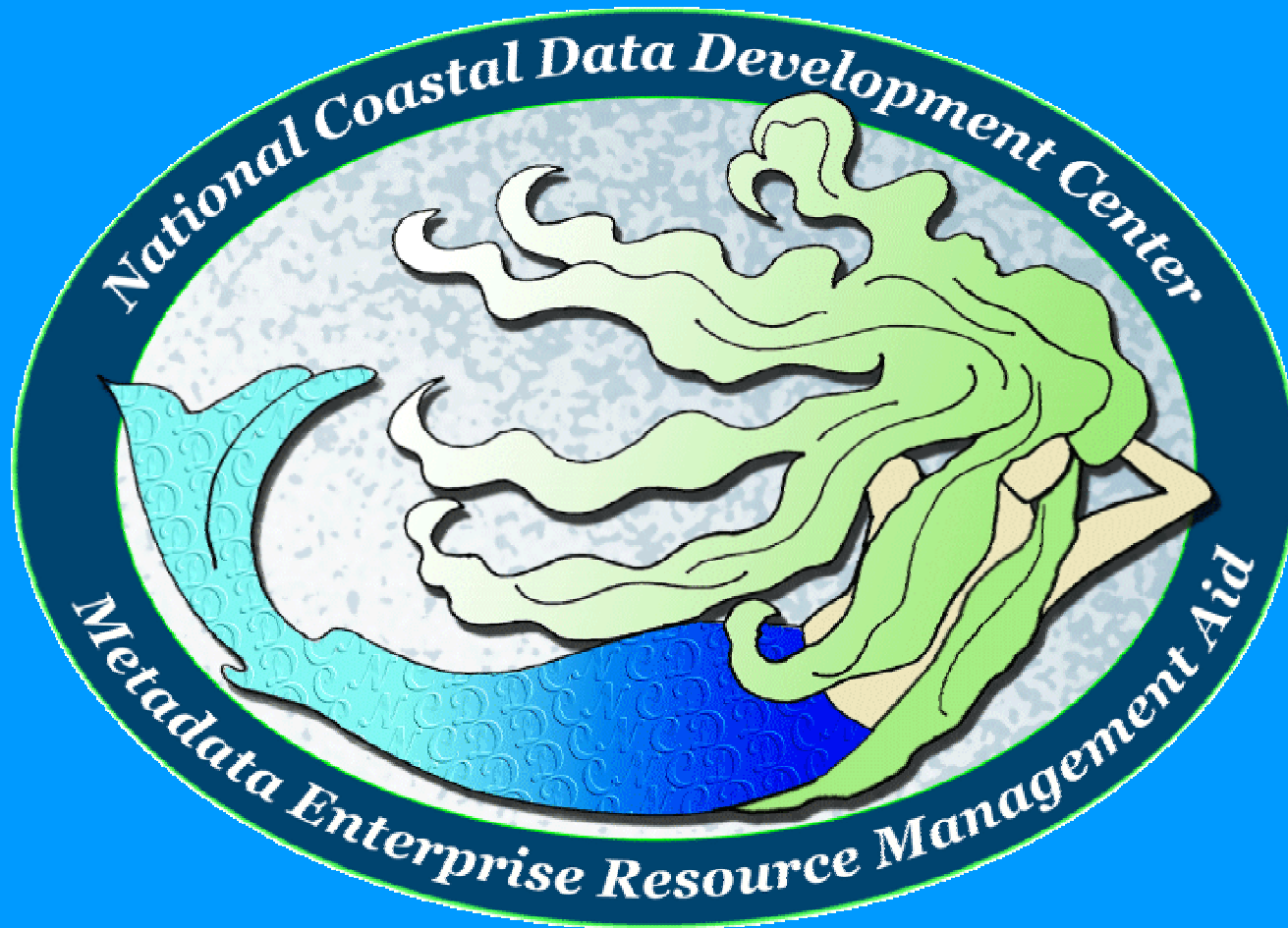
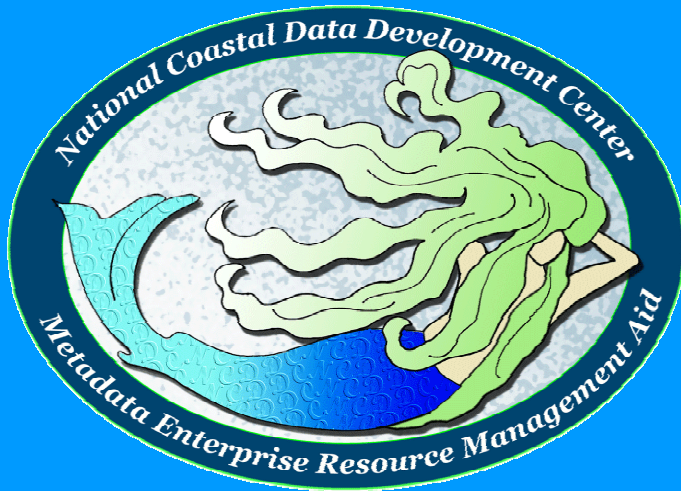


# Getting Started with MERMAid



**MERMAid Version 1.1**  
**April 2004**



NCDDC provides coastal data resources (organizations and individuals) with a tool to develop, validate, and manage Records via secure internet access. The Metadata Enterprise Resource Management Aid (MERMAid) allows users/data providers to establish unlimited Databases to organize their Records any way they see fit (e.g., by program, project, data type, personnel). Some of the key features in MERMAid include (1) user-defined roles with associated permissions; (2) change tracking; and (3) enhanced validation. Additionally, MERMAid ingests existing FGDC compliant metadata (in XML and text format).

This guide is specifically intended for the “Metadata Manager.” Many details have been left out that are better covered in the User’s Guide. The sole goal here is to present the essentials to get you started. The Manager role is for individuals that manage one or more Databases within a Data Source. A Data Source is part of an organizational hierarchy where the Manager may create a series of Databases in which to organize metadata Records. The Manager may also create additional user accounts for people to access their Data Source. Generally other people’s work is overseen by the Manager. These additional users will be assigned a Custodian role, generally within a Database. This way, their account privileges will allow them access only to that Database and below. More than one Custodian account can exist within a Database to facilitate collaborative efforts during Record development.

The following screen shots were captured from an Internet Explorer 6.0 session. **For MERMAid to function correctly, you MUST have JavaScript, Active scripting and session cookies enabled.**

# Getting Started with MERMAid

- Terms and Symbols
- Requesting an Account
- Initial Login to MERMAid
  - Install Security Certificate
- Secure Login to MERMAid
- MERMAid Environment
- Data Source Environment
- Creating a Database
- Database Environment
- Creating a Metadata Record
- Metadata Record Environment
- Navigating through MERMAid
- Entering and Validating Information
- Managing Compound Elements
- Special Cases
- Ingesting Files
- Storing Artifacts
- Creating Additional User Accounts
- Setting User Preferences
- Ending a MERMAid Session
  - Logout

# Terms and Symbols



**Data Source** – Users are generally granted accounts at the Data Source level. The user (Manager) can then create Databases to hold their Records.



**Database** – A Database is designed to hold a limited number of Records (less than 100).



**Enhanced Database** – An Enhanced Database is designed to hold a large number of Records.



**Record** – An individual FGDC Metadata Record.



**Compound Element** – Within a Record, a compound element contains data elements and/or other compound elements.



**Data Element** – Within a Record, a data element is where information is entered.



**Validation Instructions** – The red 'V' icon indicates invalid information in the Record. It links to the validation instructions for the particular element.



**User Folder** – Contains account information and access restrictions for users at the Data Source and Database levels.


# Requesting an Account


Tools - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address <http://www.ncddc.noaa.gov/Metadata/Tools> Go Links

 **NOAA Satellites and Information**  
National Environmental Satellite, Data, and Information Service


 **National Coastal Data Development Center**

[Home](#) < [Metadata Resources](#) < [Tools](#)

[About Us](#) | [Services](#) | [Metadata Resources](#) | [Regional Offices](#) | [Projects](#) | [Site Map](#)

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## Metadata Enterprise Resource Management Aid (MERMAid)



NCDDC provides coastal data resources (organizations and individuals) with a tool to develop, validate, manage and publish metadata records via secure internet access. The Metadata Enterprise Resource Management Aid (MERMAid) allows users/data providers to establish unlimited metadata databases to organize their metadata records any way they see fit (i.e. by program, project, data type, personnel). Some of the key features in MERMAid include (1) user-defined roles and permissions at management and database levels; (2) enhanced search and (3) enhanced validation. Also, your compliant metadata (in XML format) can be managed through MERMAid.

**Getting Started with MERMAid**

- [Request an Account](#)
- [Getting Started Guide](#) (PDF 7 MB)
- [Getting Started Guide](#) (PPS 9 MB)

In the near future, NCDDC will be shifting from a metadata catalog to a knowledge base catalog. MERMAid will play an integral role in this transition. To better leverage these new capabilities, enhanced search and discovery tools will be made available to the public and metadata managers that will provide powerful drill-down features.

**Additional Tools**

**NOTE: Some links on this page take you to offsite locations.**

Additional tools to assist in metadata creation and metadata management are available for download and for use online. The following tools provide a means to create FGDC compliant metadata. This is not an endorsement of the tools named.

**Downloadable and remote web-access tools (free)**

- [FGDC Metadata Tools](#)
  - o Metadata Pre Parser (cns) - A pre-parser for formal metadata.
  - o Metadata Parser (mp) - A compiler for formal metadata.
  - o TKME - A Windows platform metadata entry tool.
  - o XTME - UNIX platform metadata entry tool.

**NCDDC Services**

- [Site Map](#)
- [Metadata Search](#)
- [Directory Search](#)

**NOAA Services**

- [Central Library](#)
- [Photo Library](#)
- [Video Library](#)

**SSC Visitor Services**

- [Regional Map](#)
- [Highway Map](#)

**Request accounts through the NCDDC Metadata Tools web page:**  
<http://www.ncddc.noaa.gov/Metadata/Tools>

**Select "Request a MERMAid account" to access the account request form.**

NCDDC Application Server


Internet

# Requesting an Account

Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ncddc.noaa.gov/Metadata/form> Go Links

 **NOAA Satellites and Information**  
National Environmental Satellite, Data, and Information Service


National Coastal Data Development Center

[Home](#) < [Metadata Resources](#) < [Account](#)

[About Us](#) | [Services](#) | [Metadata Resources](#) | [Regional Offices](#) | [Projects](#) | [Site Map](#)

[Training](#) | [Tools](#) | [References](#) | [Additional Information](#) | [Account](#)

**Request a MERMAid Account**



Complete all fields in the account request form.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Organization:	<input type="text"/>
Department/Division:	<input type="text"/>
Telephone:	<input type="text"/>
Email Address:	<input type="text"/>

**NCDDC Services**

- [Site Map](#)
- [Metadata Search](#)
- [Directory Search](#)

**NOAA Services**

- [Central Library](#)
- [Photo Library](#)
- [Video Library](#)
- [Visualization Lab](#)
- [Education Resources](#)
- [National Locator](#)
- [NOAA In Your State](#)

**SSC Visitor Services**

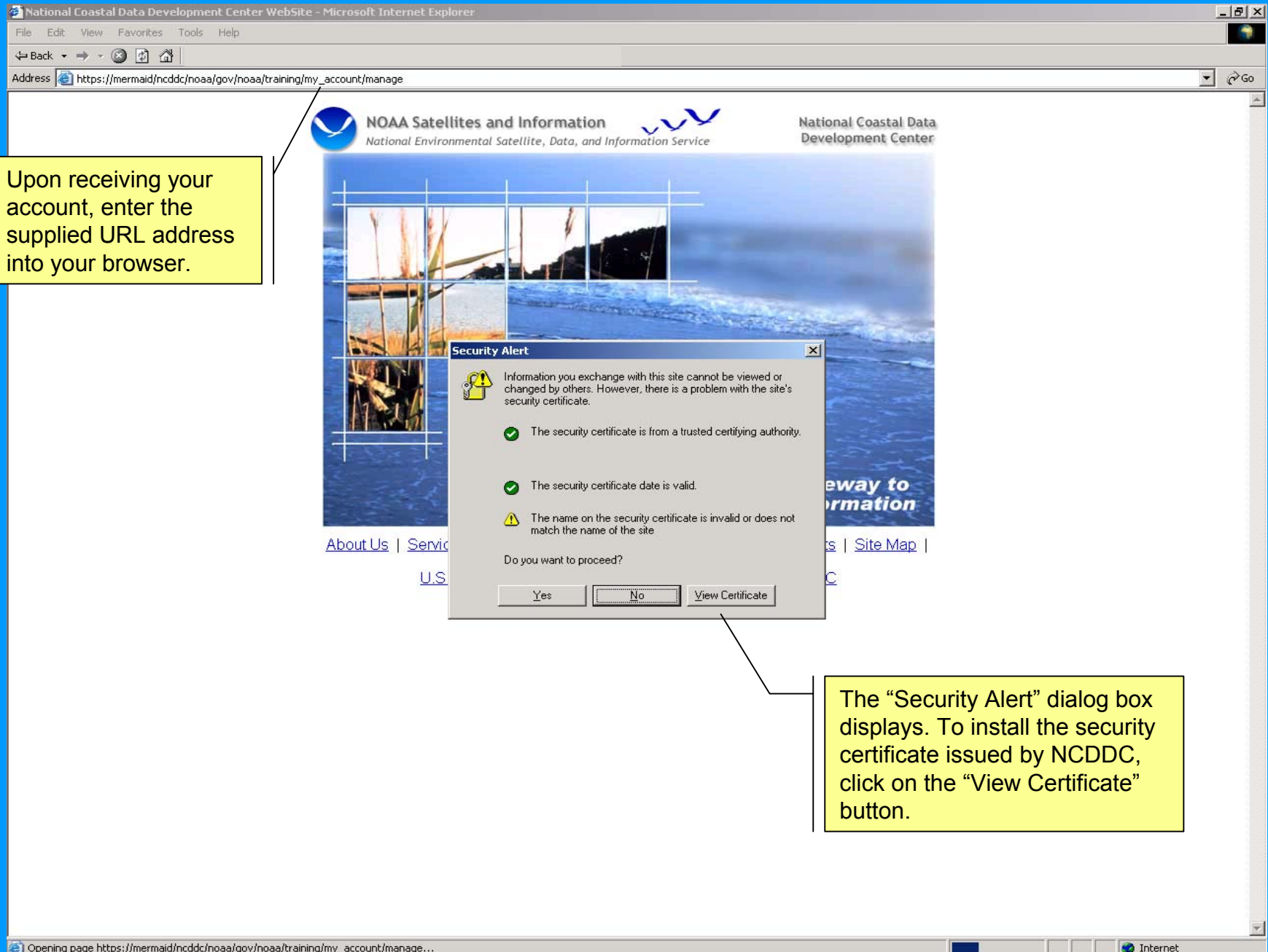
- [Regional Map](#)
- [Highway Map](#)
- [Additional Information](#)

U.S. Department of Commerce | [NOAA](#) | [NESDIS](#) | [NODC](#)  
[Disclaimer](#) | [Privacy Policy](#) | [Copyright Notice](#) | [FirstGov](#)  
[Contact Us](#) | [Suggestions?](#) | [Printable Version](#)

Click on the "Submit" button. Your account "User Name" and "Password" will be sent via email.

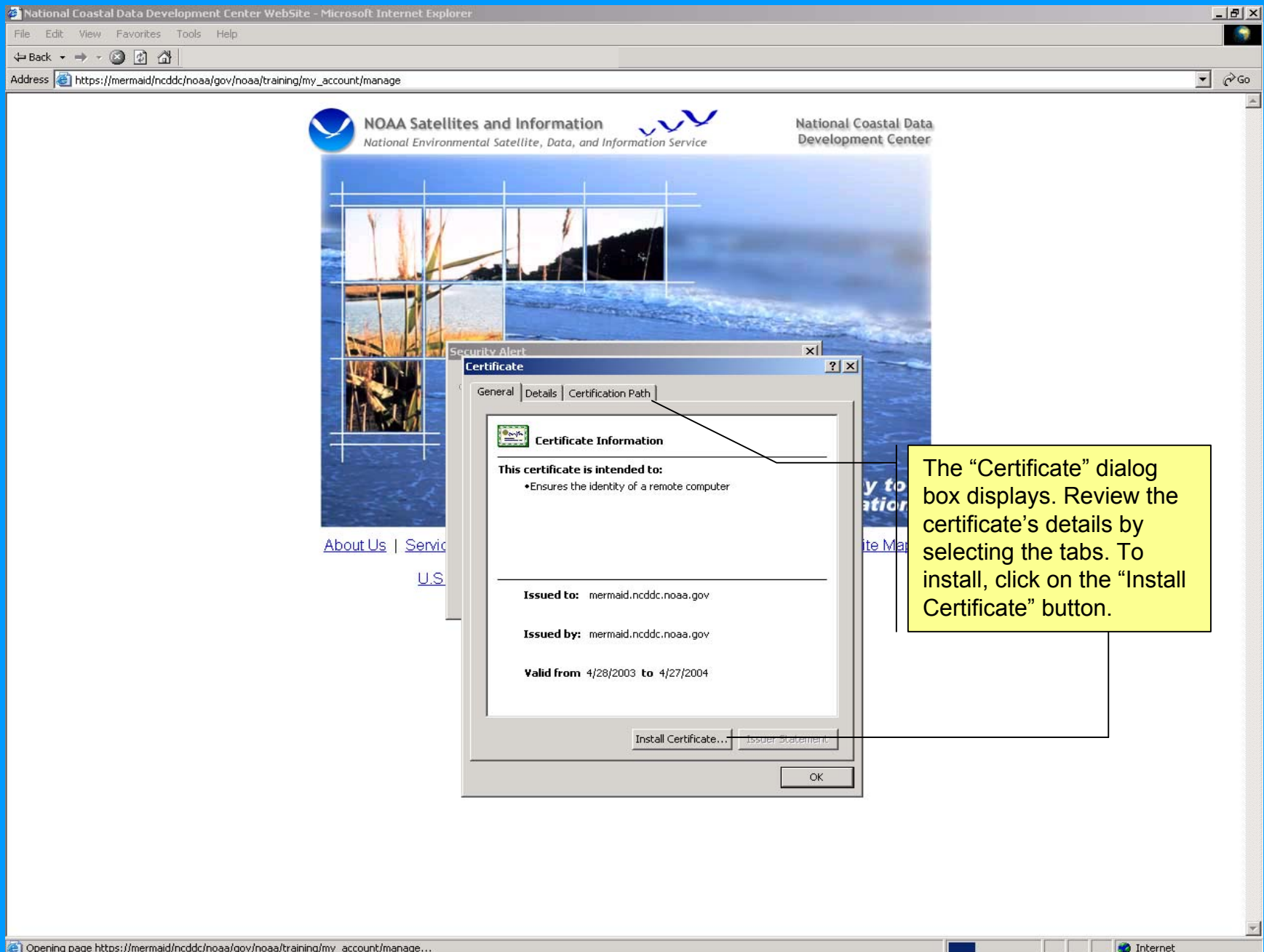
NCDDC Application Server Internet

# Initial Login to MERMAid



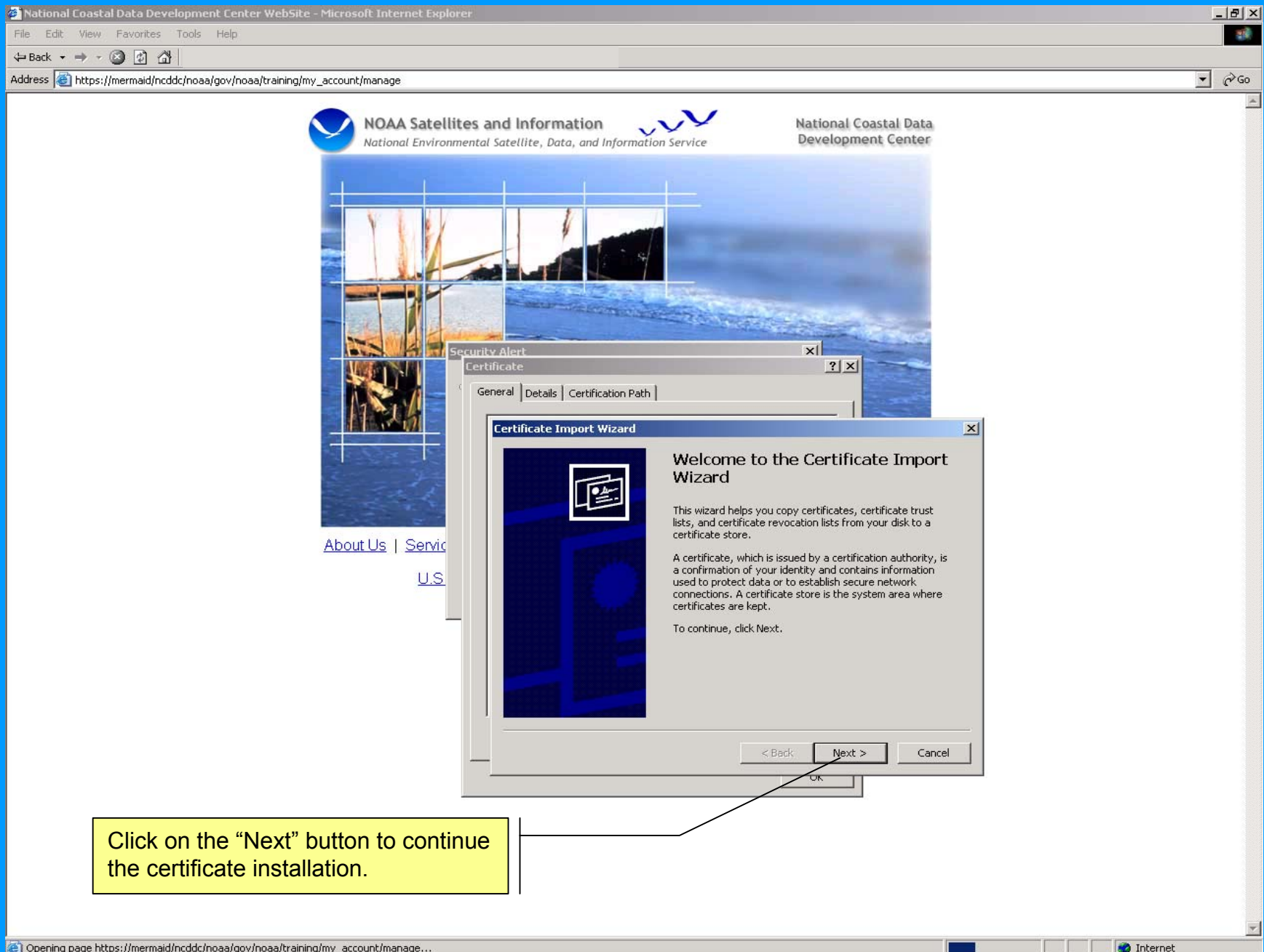


# Initial Login - Install Security Certificate





# Initial Login - Install Security Certificate



# Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer window displaying the NOAA National Coastal Data Development Center website. The address bar shows the URL: [https://mermaid/ncddc/noaa/gov/noaa/training/my\\_account/manage](https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage). The website header includes the NOAA logo and the text "NOAA Satellites and Information" and "National Coastal Data Development Center". A "Security Alert" dialog box is open, showing the "Certificate Import Wizard" with the "Certificate Store" tab selected. The wizard explains that certificate stores are system areas where certificates are kept and offers two options: "Automatically select the certificate store based on the type of certificate" (selected) and "Place all certificates in the following store". The "Next >" button is highlighted with a yellow box and a callout line pointing to it.

NOAA Satellites and Information  
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Security Alert  
Certificate

General Details Certification Path

**Certificate Import Wizard**

**Certificate Store**  
Certificate stores are system areas where certificates are kept.

Windows can automatically select a certificate store, or you can specify a location for

- ☒ Automatically select the certificate store based on the type of certificate
- ☐ Place all certificates in the following store

Certificate store:  Browse...

< Back Next > Cancel

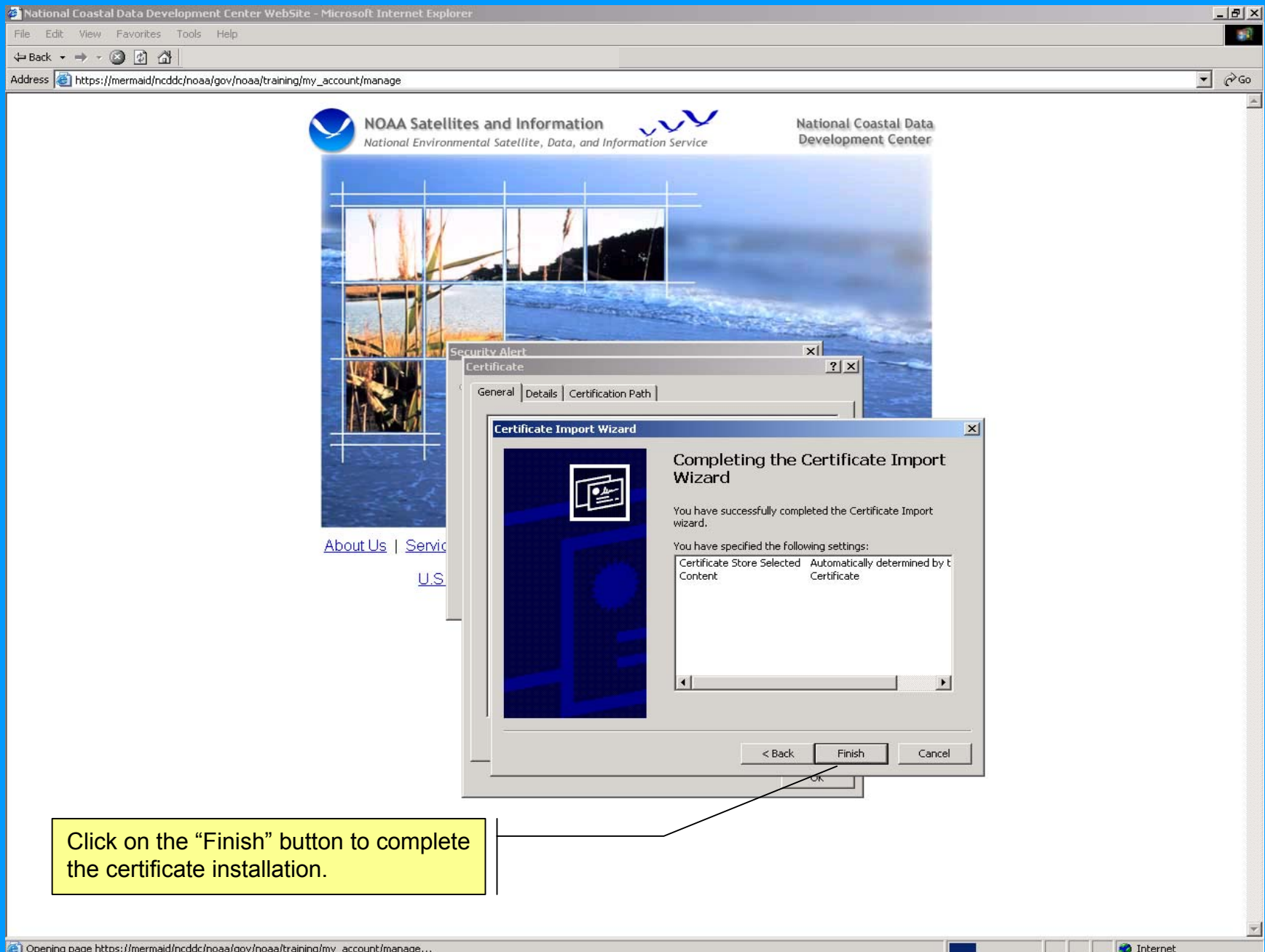
OK

Opening page [https://mermaid/ncddc/noaa/gov/noaa/training/my\\_account/manage...](https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage...)

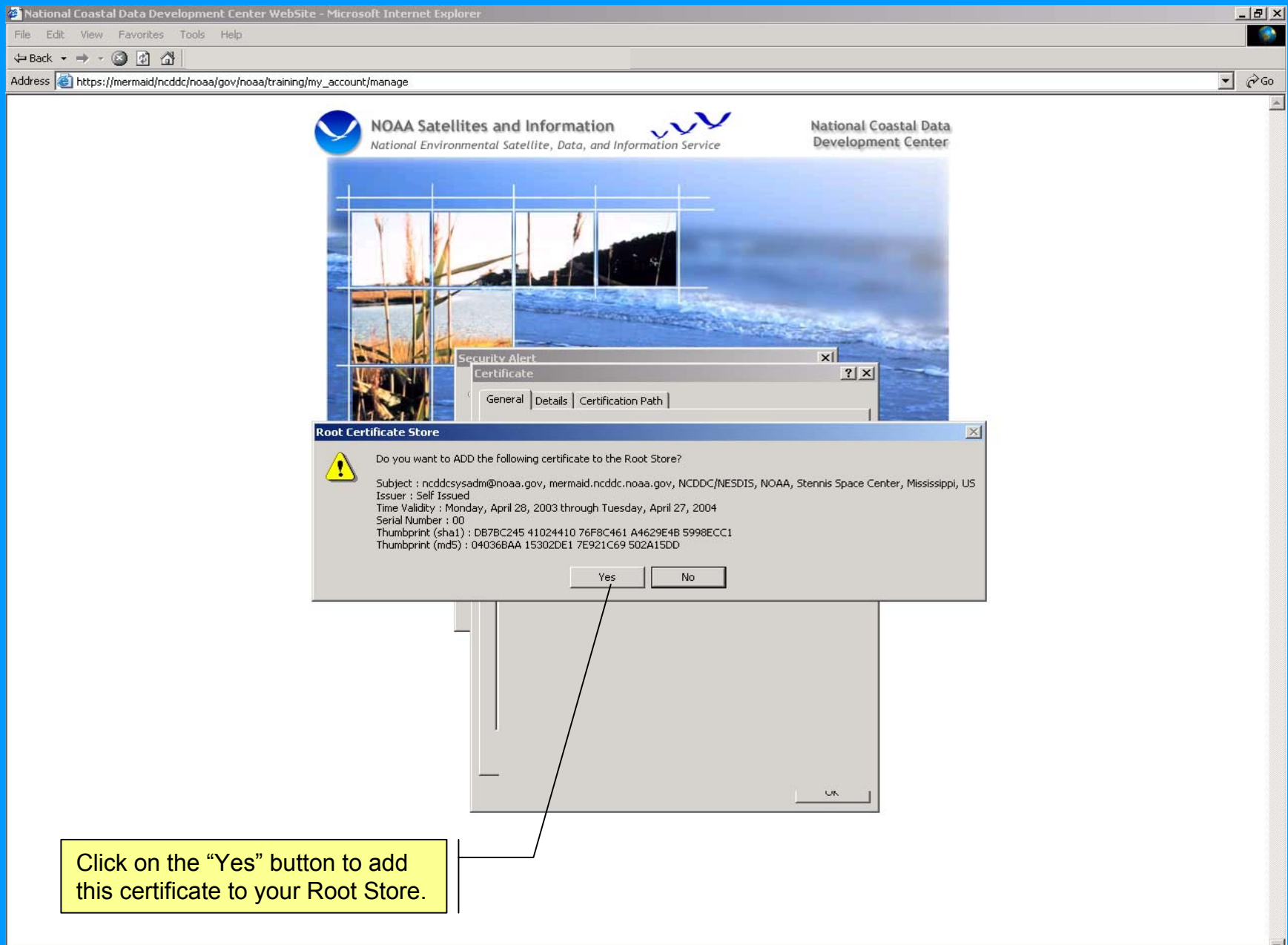
Internet

NCDDC recommends using the default location. Click on the "Next" button to continue the certificate installation.

# Initial Login - Install Security Certificate



# Initial Login - Install Security Certificate



# Initial Login - Install Security Certificate

The screenshot shows a Microsoft Internet Explorer window displaying the NOAA Satellites and Information website. The address bar shows the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The website header includes the NOAA logo and the text "NOAA Satellites and Information" and "National Coastal Data Development Center". The main content area features a large image of a coastal scene with a grid overlay. A "Security Alert" dialog box is open, displaying "Certificate Information" and "Certificate Import Wizard". The wizard shows a successful import message: "The import was successful." Below this, the certificate details are listed: "Issued to: mermaid.ncddc.noaa.gov", "Issued by: mermaid.ncddc.noaa.gov", and "Valid from 4/28/2003 to 4/27/2004". At the bottom of the wizard are buttons for "Install Certificate...", "Issuer Statement", and "OK". A yellow callout box with a line pointing to the "OK" button contains the text: "Click on the 'OK' button to return to the 'Certificate' dialog box."

National Coastal Data Development Center Website - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go

NOAA Satellites and Information  
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

About Us | Service | U.S. | Site Map |

**Security Alert**  
Certificate

General Details Certification Path

**Certificate Information**  
**Certificate Import Wizard**

This CA install t  
Authori

The import was successful.

OK

Issued to: mermaid.ncddc.noaa.gov

Issued by: mermaid.ncddc.noaa.gov

Valid from 4/28/2003 to 4/27/2004

Install Certificate... Issuer Statement

OK

Click on the "OK" button to return to the 'Certificate' dialog box.

Opening page [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage...](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage...) Internet



# Initial Login - Install Security Certificate

National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go


NOAA Satellites and Information  
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Security Alert

Certificate

General Details Certification Path

 **Certificate Information**

This CA Root certificate is not trusted. To enable trust, install this certificate in the Trusted Root Certification Authorities store.

Issued to: mermaid.ncddc.noaa.gov

Issued by: mermaid.ncddc.noaa.gov

Valid from 4/28/2003 to 4/27/2004

Install Certificate... Issuer Statement

OK

About Us | Service | U.S. | Site Map |

Opening page [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage...](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage...) Internet

The certificate has been successfully installed. Click on the "OK" button.

# Initial Login - Install Security Certificate

National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://mermaid/ncddc/noaa/gov/noaa/training/my\\_account/manage](https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage)

NOAA Satellites and Information  
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

Security Alert

Information you exchange with this site cannot be viewed or changed by others. However, there is a problem with the site's security certificate.

- ⚠ The security certificate was issued by a company you have not chosen to trust. View the certificate to determine whether you want to trust the certifying authority.
- ✅ The security certificate date is valid.
- ⚠ The name on the security certificate is invalid or does not match the name of the site

Do you want to proceed?

Yes No View Certificate

On future visits, you will be directed to the "Enter Network Password" dialog box. Click on the "Yes" button to proceed to MERMAid.

Opening page [https://mermaid/ncddc/noaa/gov/noaa/training/my\\_account/manage...](https://mermaid/ncddc/noaa/gov/noaa/training/my_account/manage...)

Internet



# Secure Login to MERMAid

National Coastal Data Development Center WebSite - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage)

NOAA Satellites and Information  
National Environmental Satellite, Data, and Information Service

National Coastal Data Development Center

way to information

About Us | Services | U.S. | Site Map |

Contact Us | Suggestions?

**Enter Network Password**

Please type your user name and password.

Site: mermaid.ncddc.noaa.gov

Realm: Zopec

User Name: User\_1

Password: xxxxxx

☐ Save this password in your password list

OK Cancel

Enter the assigned "User Name" and "Password." Click on the "OK" button to access the secure MERMAid session.

Opening page [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage...](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage...)


Internet

# MERMAid Environment – Navigation Frame

**my\_account**

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



**Navigation Frame:**  
This contains a tree hierarchy view of most components contained in MERMAid.

**Refresh Navigation Frame:**  
Selecting this link will refresh the Navigation Frame.


**Set User Preferences & Logout:**  
More detailed information on these features is provided later in this guide.

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

Contents Properties Undo Ownership Manage User Account

Data Source at /noaa/training/my\_account

Select type to add... Add

Type Name	Last Modified
<input type="checkbox"/>  acl_users (User Folder)	2004-01-26 14:00

Change Id/Title Cut Copy Delete Import/Export Select All

# MERMAid Environment – Component Management Frame

The screenshot shows the MERMAid web application running in a Microsoft Internet Explorer browser. The address bar displays the URL: `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a left sidebar with a logo and navigation links, a top navigation bar with tabs like 'Contents', 'Properties', 'Undo', 'Ownership', and 'Manage User Account', and a main content area showing a 'Data Source at /noaa/training/my\_account' with a list of components, including 'acl\_users (User Folder)'. Callout boxes provide detailed explanations of the interface elements.

**Breadcrumb Navigation:**  
Shows the current location.

**Service Tabs:**  
Depending on the level (Data Source, Database, Record), different Service Tabs are provided.

**Component Management Buttons:**  
Depending on the level (Data Source, Database, Record), different Component Management Buttons are provided.  
Clicking on a button performs that operation on the components that have their checkbox(es) selected.

**Component Management Frame:**  
Provides access to Service Tabs, Breadcrumb Navigation and Component Management buttons.

**Add:**  
Depending on the level (Data Source, Database, Record), a different set of components is provided.  
This drop-down select box contains the types of components you can add.

# Data Source Environment

Generally, the Data Source is the level at which the Metadata Manager's account is established. From the Data Source level, the Manager can create and manage Databases and user accounts.

# Data Source – “Contents” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

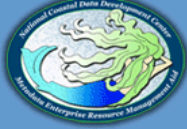
Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

© Zope Corporation  
Refresh Navigation Frame


Logged in as User\_1  
Set Preferences  
Go



**Contents** Properties Undo Ownership Manage User Account

Data Source at /noaa/training/[my\\_account](#)

Select type to add... Add

Type	Name	Last Modified
<input type="checkbox"/>	 <a href="#">acl_users (User Folder)</a>	2004-01-26 14:00

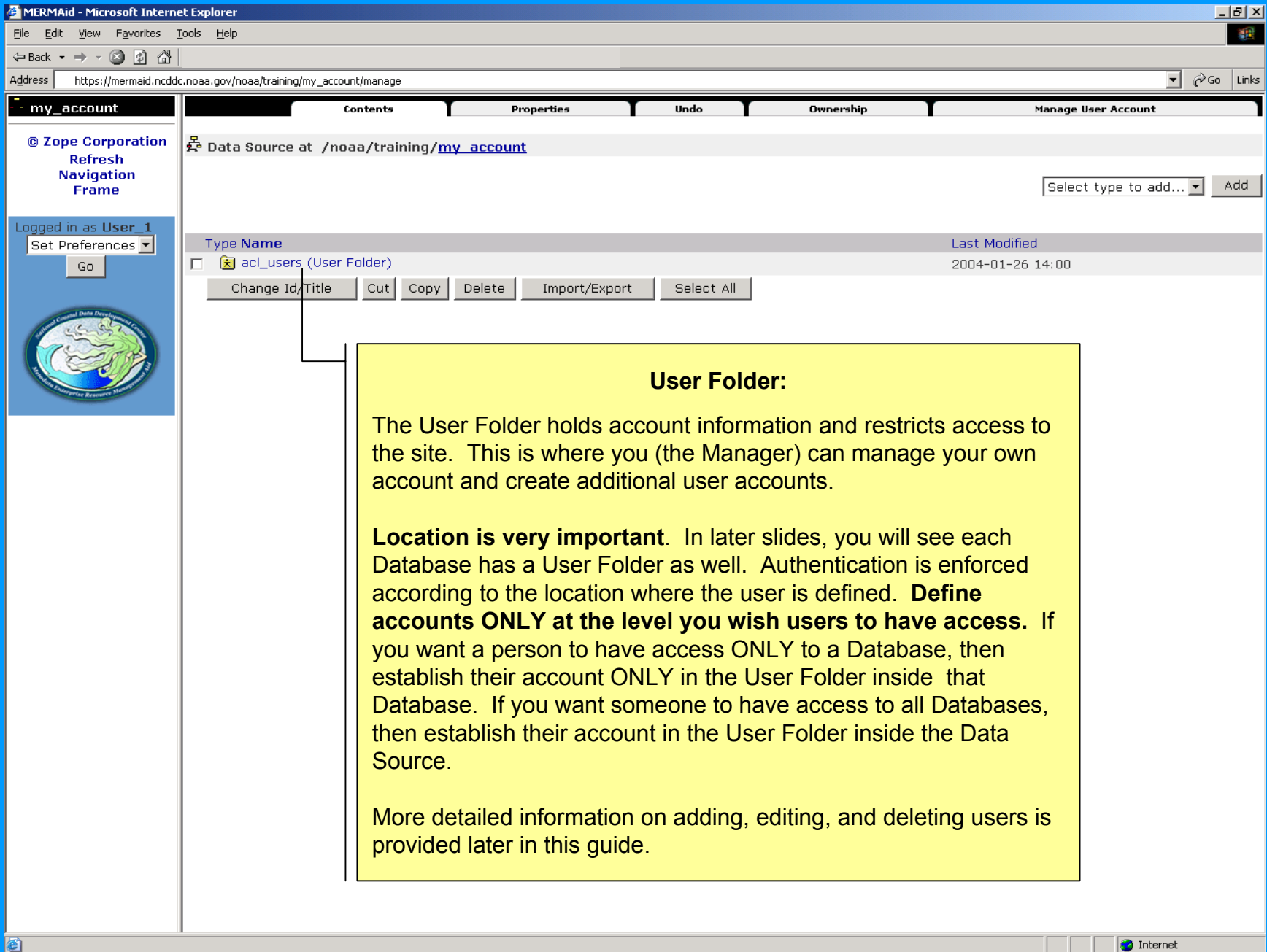
Change Id/Title Cut Copy Delete Import/Export Select All

The “Contents” view provides a list of the components within the Data Source. Selecting the name of the component will open it.

This example shows the Data Source contains only the User Folder.

Internet

# Data Source - User Folder



The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The page title is "my\_account". The left sidebar contains the Zope Corporation logo, a "Refresh Navigation Frame" button, and a "Logged in as User\_1" status with a "Set Preferences" dropdown and a "Go" button. Below this is a circular logo for the National Coastal Data Development Center. The main content area has tabs for "Contents", "Properties", "Undo", "Ownership", and "Manage User Account". The "Contents" tab is active, showing a "Data Source at /noaa/training/my\_account". Below this is a "Select type to add..." dropdown and an "Add" button. A table lists the contents, with a header row for "Type Name" and "Last Modified". The table contains one entry: "acl\_users (User Folder)" with a last modified date of "2004-01-26 14:00". Below the table are buttons for "Change Id/Title", "Cut", "Copy", "Delete", "Import/Export", and "Select All". A yellow callout box points to the "acl\_users (User Folder)" entry.

**User Folder:**

The User Folder holds account information and restricts access to the site. This is where you (the Manager) can manage your own account and create additional user accounts.

**Location is very important.** In later slides, you will see each Database has a User Folder as well. Authentication is enforced according to the location where the user is defined. **Define accounts ONLY at the level you wish users to have access.** If you want a person to have access ONLY to a Database, then establish their account ONLY in the User Folder inside that Database. If you want someone to have access to all Databases, then establish their account in the User Folder inside the Data Source.


More detailed information on adding, editing, and deleting users is provided later in this guide.

# Data Source – “Properties” View

**my\_account**

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as **User\_1**  
Set Preferences  
Go



**Contents** **Properties** **Undo** **Ownership** **Manage User Account**

Data Source at [/noaa/training/my\\_account](#)

### Data Source Properties

To edit *Data Source* properties:

1. Edit the Manager's name, Email and Phone information.
2. Click on the 'Save Changes' button.

<b>Manager</b>	<input type="text" value="Jane Doe"/>	The name of the point of contact for this <i>Data Source</i> .
<b>Email*</b>	<input type="text" value="Jane.Doe@test.gov"/>	The email address for the point of contact.
<b>Phone</b>	<input type="text" value="555-555-1234"/>	The phone number for the point of contact.

Select this Service Tab to see the “Properties” view.

Data Source properties contain the contact details for its Manager. The MERMAid Administrator who established the account entered the initial values. To update information, change the value in the appropriate text box and click on the “Save Changes” button.



# Data Source – “Undo” View

**my\_account**

© Zope Corporation  
Refresh Navigation Frame

Logged in as **User\_1**  
Set Preferences  
Go

**Contents Properties Undo Ownership Manage User Account**

**Data Source at /noaa/training/my\_account**

To undo a transaction:

1. Identify the transaction to Undo and select the corresponding checkbox.
2. Identify any later transactions that modified the same object and select the corresponding checkbox.
3. Click on the 'Undo' button.

Note:  
Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.

**Earlier Transactions >**

<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/eainfo/detailed/manage_addattr by noaa/training/my_account User_1	2004-03-09 01:05:46 PM
--------------------------	--	------------------------

Undo

Select this Service Tab to see the “Undo” view.

This view provides the ability to undo changes made to MERMAid components. These changes include adding, editing, renaming, copying, cutting, pasting, deleting, exporting and importing.

This example shows only one transaction that can be undone.

To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the “Undo” button.

# Data Source – “Ownership” View

The screenshot shows a Microsoft Internet Explorer window titled 'MERMAid - Microsoft Internet Explorer'. The address bar displays 'https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage'. The page has a navigation bar with tabs: 'Contents', 'Properties', 'Undo', 'Ownership', and 'Manage User Account'. The 'Ownership' tab is selected. On the left, there is a sidebar with the text '© Zope Corporation', 'Refresh Navigation Frame', and 'Logged in as User\_1'. Below this is a 'Set Preferences' dropdown and a 'Go' button. A circular logo for the 'National Coastal Data Development Center' is also present. The main content area shows the title 'Data Source at /noaa/training/my\_account' and a sub-section 'Ownership'. It states: 'This component is owned by ncddc\_administrator (noaa/acl\_users)'. Below this, there are instructions: 'To take ownership of this component and all its sub-components (recommended): 1. Select the checkbox preceding the 'Also take ownership of all sub-components' instruction. 2. Click on the 'Take Ownership' button.' and 'To take ownership of this component: 1. Click on the 'Take Ownership' button.' There is a 'Take Ownership' button and a checked checkbox labeled 'Also take ownership of all sub-components'. A yellow callout box with a black border contains the following text: 'Select this Service Tab to see the “Ownership” view. Since the Data Source was initially created by an NCDDC Metadata Administrator, it is owned by that user. A Data Source Manager will use this view to take ownership of their Data Source. To take ownership, click on the “Take Ownership” button.'

my\_account

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

National Coastal Data Development Center  
Marine Enterprise Resource Management System

Contents Properties Undo Ownership Manage User Account

Data Source at /noaa/training/my\_account

### Ownership

This component is owned by ncddc\_administrator (noaa/acl\_users).

To take ownership of this component and all its sub-components (recommended):

1. Select the checkbox preceding the 'Also take ownership of all sub-components' instruction.
2. Click on the 'Take Ownership' button.

To take ownership of this component:

1. Click on the 'Take Ownership' button.

Take Ownership

☒ Also take ownership of all sub-components

Select this Service Tab to see the “Ownership” view.

Since the Data Source was initially created by an NCDDC Metadata Administrator, it is owned by that user. A Data Source Manager will use this view to take ownership of their Data Source.

To take ownership, click on the “Take Ownership” button.

# Data Source – “Manage User Account” View

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Contents Properties Undo Ownership Manage User Account

Data Source at /noaa/training/my\_account

### Manage User Account

To update the email address:

1. Enter a new email address.
2. Click on the 'Submit Change Request' button.

To change the password:

1. Enter a new password.
2. Confirm the new password by repeating it.
3. Click on the 'Submit Change Request' button.

User Name User\_1

Email\* Jane.Doe@test.gov

Password\* [REDACTED]

Confirm\* [REDACTED]

Submit Change Request

Note:  
After a password is changed, the user will be prompted to login again with the new password.

Select this Service Tab to see the “Manage User Account” view.

This view allows users to manage their email address and password information. **An email address is required.** Leaving this text box empty will prevent proper workflow functionality.

To set a new password, type the password into the “Password” text box. In the “Confirm” text box, retype the new password exactly as it was entered above. Click on the “Submit Change Request” button to commit the changes.

**Note: If you change the password for your account, you will be prompted to login again.**

# Creating a Database

Databases are created at the Data Source level from the “Contents” view.

Two types of Databases can be added to the Data Source:

- **Database:** a Database is designed to store **100 Records** or *less*.
- **Enhanced Database:** an Enhanced Database is designed to efficiently store thousands of Records.

Inside a Data Source, you can create any number of Databases necessary to organize your Records. **You MAY NOT create Databases inside of Databases.** At any time, you can reorganize Records by **cutting and pasting** them from one Database to another. Records may also be moved between Databases and Enhanced Databases.

# Data Source – Creating a Database

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The page title is "my\_account".

On the left side, there is a sidebar with the following elements:

- © Zope Corporation
- Refresh Navigation Frame
- Logged in as User\_1
- Set Preferences (dropdown menu)
- Go (button)
- A circular logo for the National Coastal Data Development Center, featuring a map of the United States and the text "National Coastal Data Development Center" and "National Enterprise Resource Management System".

The main content area is titled "Data Source at /noaa/training/my\_account". It has a tabbed interface with the following tabs: Contents, Properties, Undo, Ownership, and Manage User Account. The "Contents" tab is active.

Below the tabs, there is a table with the following columns: Type Name and Last Modified. The table contains one entry:

Type Name	Last Modified
<input type="checkbox"/> acl_users (User Folder)	2004-01-26 14:00

Below the table, there are several buttons: Change Id/Title, Cut, Copy, Delete, Import/Export, and Select All.

A callout box points to the "Add" button and the "Database" option in the "Select type to add..." dropdown menu. The dropdown menu is open, showing the following options: Select type to add..., Database, and Enhanced Database.

From the Data Source "Contents" view, the drop-down select box displays the two types of Databases that can be added to the Data Source.

Select the "Database" option from the drop-down select box and click on the "Add" button. The "Add A Database" form will display.

# “Add A Database” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

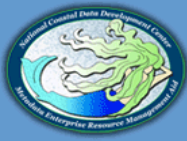
Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

my\_account

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences Go



## Add A Database

A Database can store up to 100 Records.

To add a Database:

1. Enter the Id.
2. Enter the Title.
3. Enter the Manager's Name, Email, and Phone information if different than the Data Source.
4. Click on the 'Create Database' button.

Id*	<input type="text" value="my_db"/>	The Id must be unique among other Databases and Enhanced Databases. It must not contain spaces or special characters.
Title	<input type="text" value="Title of the Database"/>	The Title provides additional information about the Database contents.
Manager	<input type="text" value="Jim Smith"/>	The name of the point of contact for this Database if different than the Data Source.
Email	<input type="text" value="Jim.Smith@test.gov"/>	The email address for the point of contact if different than the Data Source.
Phone	<input type="text" value="111-222-3333"/>	The phone number for the point of contact if different than the Data Source.

Create Database

MERMAid is an component based Metadata Management System; therefore, every component (Database, Record, etc.) requires a valid identifier, or Id. There are two requirements that component Ids must meet:

- The Database Id must be unique within this Data Source.
- The Id may not contain spaces, dashes, periods or other extended characters (it may contain underscores).

Use the “Title” property to describe the Database. The “Title” is optional. It has no character restrictions.

The remaining properties (“Manager,” “Email,” and “Phone”) are optional. If left blank, the contact information for the Data Source Manager will be used.

Once you have defined the information, click on the “Create a Database” button. The Database will be created and you will be returned to the Data Source “Contents” view.

# Data Source - “Contents” View with Database

my\_account  
my\_db

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

my\_account

Contents Properties Undo Ownership Manage User Account

Data Source at /noaa/training/my\_account

Select type to add... Add

Type	Name	Last Modified
<input type="checkbox"/>	acl_users (User Folder)	2004-01-26 14:00
<input type="checkbox"/>	my_db (Title of the Database)	2004-03-09 15:51

Change Id/Title Cut Copy Delete Import/Export Select All

Refresh the Navigation Frame to display the new Database.

The new Database is shown in the “Contents” view. The icon, “Id”, and “Title” are links to the Database. The icon helps identify the type of Database. Navigate into the Database by selecting the Id from either the “Contents” view or the Navigation Frame.

Internet



# Database Environment

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as **User\_1**  
Set Preferences  
Go

Directory of Records Properties Ingest Files Undo Ownership Manage User Account

Database at /noaa/training/my\_account/[my\\_db](#)

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> <a href="#">acl_users</a> (User Folder)	None	2004-04-09 10:34

Change ID/Title Cut Copy Delete Select All

The Service Tabs reflect the services provided from the Database level.

The Database Id is now part of the Breadcrumb Navigation.

Internet

# Database – “Directory of Records” View

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage).

The application interface is divided into several sections:

- Left Sidebar:** Contains the text "my\_account" and "my\_db", a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a "Logged in as User\_1" status with a "Set Preferences" dropdown and a "Go" button. Below this is a circular logo for the National Coastal Data Development Center.
- Top Navigation Bar:** Includes tabs for "Directory of Records", "Properties", "Ingest Files", "Undo", "Ownership", and "Manage User Account".
- Main Content Area:** Displays the "Database at /noaa/training/my\_account/my\_db". It features a "Select type to add..." dropdown and an "Add" button. Below this is a table with the following columns: "Type Name", "Status", and "Last Modified".

Type Name	Status	Last Modified
<input type="checkbox"/> <a href="#">acl_users (User Folder)</a>	None	2004-04-09 10:34

Below the table are buttons for "Change ID/Title", "Cut", "Copy", "Delete", and "Select All".

A yellow callout box points to the "acl\_users (User Folder)" entry in the table, containing the following text:

Entering the Database opens the “Directory of Records” view, where users create and manage Records within the Database.

Initially, the only item in the Database is the User Folder. Adding users to the Database allows them access to all Records within it.

Details on adding users and creating Records is provided later in this guide.

# Database – “Properties” View

The screenshot shows the MERMAID web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage).

The left sidebar contains the following elements:

- my\_account** (selected)
- my\_db**
- © Zope Corporation
- Refresh Navigation Frame
- Logged in as **User\_1**
- Set Preferences (dropdown menu)
- Go (button)
- National Coastal Data Development Center logo

The main content area has several tabs: **Directory of Records**, **Properties** (selected), **Ingest Files**, **Undo**, **Ownership**, and **Manage User Account**.

Below the tabs, the text reads: **Database at** [/noaa/training/my\\_account/my\\_db](#)

**Database Properties**

To edit *Database* properties:

1. Edit the Manager's name, Email and Phone information.
2. Click on the 'Save Changes' button.

<b>Manager</b>	<input type="text" value="Jim Smith"/>	The name of the point of contact if different than the <i>Data Source</i> .
<b>Email</b>	<input type="text" value="Jim.Smith@test.gov"/>	The email address for the point of contact if different than the <i>Data Source</i> .
<b>Phone</b>	<input type="text" value="111-222-3333"/>	The phone number for the point of contact if different than the <i>Data Source</i> .

**Save Changes** (button)

A yellow callout box contains the following text:

Select this Service Tab to see the “Properties” view.

To update the Database information (Manager and contact information), change the values in the text boxes. When complete, click on the “Save Changes” button.

# Database – “Ingest Files” Tab

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Directory of Records Properties **Ingest Files** Undo Ownership Manage User Account

Database at /noaa/training/my\_account/my\_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-04-09 10:34

Change ID/Title Cut Copy Delete Select All

Select this Service Tab to access the “Ingest Files” view.

More detailed information on ingesting files into MERMAid is provided later in this guide.

Internet

# Database – “Undo” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Database at /noaa/training/my\_account/my\_db

Undo Transactions

To undo a transaction:  
1. Identify the transaction to Undo and select the corresponding checkbox.  
2. Identify any later transactions that modified the same object and select the corresponding checkbox.  
3. Click on the 'Undo' button.

Note:  
Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.

Earlier Transactions >

<input type="checkbox"/> /noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-04-08 02:27:10 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-03-29 02:19:06 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-12 09:25:46 AM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 05:29:26 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 05:29:13 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 05:29:03 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 05:21:31 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:56:42 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:56:13 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:55:58 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:55:54 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:54:13 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:53:23 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:53:05 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:52:49 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:52:31 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/artifacts/manage_addArtifactsFile by noaa/training/my_account User_1	2004-03-11 04:52:28 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/eainfo/detailed/manage_addattr by noaa/training/my_account User_1	2004-03-11 04:52:25 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/st_1/eainfo/detailed/attr/manage_figureProperties by noaa/training/my_account User_1	2004-03-11 04:52:06 PM
<input type="checkbox"/> /noaa/training/my_account/my_db/manage_addfgdc_standard_profile by noaa/training/my_account User_1	2004-03-11 04:37:54 PM

Undo

Select this Service Tab to see the “Undo” view.

From the “Undo” view, you can undo transactions that have taken place at the Database level.

This example shows several transactions that can be undone. To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the ‘Undo’ button.

**Note: A new Database will not show any transactions to undo.**

# Database – “Manage User Account” View

**my\_account**  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as **User\_1**  
Set Preferences  
Go

Database at /noaa/training/my\_account/my\_db

**Manage User Account**

To update the email address:  
1. Enter a new email address.  
2. Click on the 'Submit Change Request' button.

To change the password:  
1. Enter a new password.  
2. Confirm the new password by repeating it exactly.  
3. Click on the 'Submit Change Request' button.

User Name User\_1

Email\* Jane.Doe@test.gov

Password\*

Confirm\*

Submit Change Request

Note:  
After a password is changed, the user will be prompted to login again with the new password.

Select this Service Tab to see the “Manage User Account” view.

This view allows users to manage their email address and password information.  
**An email address is required.**  
Leaving this text box empty will prevent proper workflow functionality.

To set a new password, type the password into the “Password” text box. In the “Confirm” text box, retype the new password exactly as it was entered above.

Click on the “Submit Change Request” button to commit the changes.

**Note: If you change the password for your account, you will be prompted to login again.**

# Creating A Metadata Record

Records are created at the Database level from the “Directory of Records” view.

Three types of Records can be added to the Database:

- **FGDC Standard Profile**
  - Content Standard for Digital Geospatial Metadata
- **FGDC Biological Profile**
  - Content Standard for Digital Geospatial Metadata Part 1: Biological Data Profile
- **FGDC Shoreline Profile**
  - Shoreline Profile of the Content Standard for Digital Geospatial Metadata



# Creating A Metadata Record

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The application interface includes a sidebar on the left with the 'my\_account' section, a 'Refresh Navigation Frame' button, and a 'Logged in as User\_1' status. The main content area is titled 'Database at /noaa/training/my\_account/my\_db' and features a 'Directory of Records' tab. A table lists existing records, with one entry 'acl\_users (User Folder)' visible. A dropdown menu is open, showing options to add a new record, with 'FGDC Standard Profile' selected. A yellow callout box provides instructions on how to create a new metadata record.

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Database at /noaa/training/my\_account/my\_db

Directory of Records Properties Ingest Files Undo Manage User Account

Select type to add...  
Select type to add...  
FGDC Biological Profile  
FGDC Shoreline Profile  
FGDC Standard Profile

Add

Type Name	Status	Last Modified
<input type="checkbox"/> acl_users (User Folder)	None	2004-03-09 15:51

Change ID/Title Cut Copy Delete Select All

From the Database "Directory of Records" view, select which type of Record to create from the drop-down select box. Click on the "Add" button.

This example shows the selection of an FGDC Standard Profile.

# “Add A Metadata Record” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

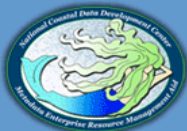
Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



## Add A Metadata Record

To add a new (blank) Record :

1. Enter the Id.
2. Enter the Title.
3. Click the 'Create Metadata Record' button.

To add a Record using an existing metadata file:

1. Enter the Id
2. Enter the Title.
3. Select a file to upload by clicking on the 'Browse' button.
4. Click the 'Create Metadata Record' button.

Id\*  The Id must be unique among *Records* created in this *Database*.

Title  The Title further describes the *Record* contents.

File  Browse... ONLY XML format is supported.

Create Metadata Record

Note:  
An existing metadata file that uses a different FGDC Profile may be used.  
Elements in the original uploaded file not supported by this FGDC Profile are NOT created.

The “Add A Metadata Record” form displays.

A Record “Id” is required. There are two requirements that Record Ids must meet:

- The Record Id must be unique within this Database.
- The Id may not contain spaces, dashes, periods or other extended characters (it may contain underscores).

Use the “Title” property to describe the Record. The “Title” is optional. It has no character restrictions.

To create a new Record, provide an “Id” and “Title” (optional) and click on the “Create Metadata Record” button.

Done Internet

# “Add A Metadata Record” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Back Forward Stop Home

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



## Add A Metadata Record

To add a new (blank) Record:

1. Enter the Id.
2. Enter the Title.
3. Click the 'Create Metadata Record' button.

To add a Record using an existing metadata file:

1. Enter the Id
2. Enter the Title.
3. Select a file to upload by clicking on the 'Browse' button.
4. Click the 'Create Metadata Record' button.

Id\*  The Id must be unique among *Records* created in this *Database*.

Title  The Title further describes the *Record* contents.

File  Browse... ONLY XML format is supported.

Create Metadata Record

Note:  
An existing metadata file that uses a different FGDC Profile may be used.  
Elements in the original uploaded file not supported by this FGDC Profile are NOT created.

Done Internet

To add a Record based on an existing metadata file in XML format, provide an “Id” and “Title” (optional).

Then, either enter the complete path to the XML file, including the .xml extension, in the “File” text box or click on the “Browse” button to select an XML file to upload.

Once the file is specified, click on the “Create Metadata Record” button.

# Database – “Directory of Records” View with Record

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage).

The left sidebar contains a navigation tree under the heading "my\_account". The tree structure is as follows:

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

Below the navigation tree, there is a section for "© Zope Corporation" with a "Refresh Navigation Frame" link. A "Logged in as User\_1" status is shown, along with a "Set Preferences" dropdown and a "Go" button. A logo for the National Coastal Data Development Center is also present.

The main content area has a tabbed interface with the following tabs: "Directory of Records", "Properties", "Ingest Files", "Undo", and "Manage User Account". The "Directory of Records" tab is active, showing the path "Database at /noaa/training/my\_account/my\_db".

Below the path, there is a "Select type to add..." dropdown and an "Add" button. A table displays the records:

Type	Name	Status	Last Modified
<input type="checkbox"/>	acl_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/>	st_1 (Standard Profile)	In Progress	2004-03-09 11:35

Below the table, there are buttons for "Change ID/Title", "Cut", "Copy", "Delete", and "Select All".

Annotations highlight the "Refresh Navigation Frame" link and the "Directory of Records" view.

The new Record is shown in the Database "Directory of Records" view.

Select the "Refresh Navigation Frame" link. Click on the plus sign (+) next to the Database icon to display its contents. Click on the plus sign next to the Record icon to display the seven main sections of an FGDC Standard Record.

# Metadata Record Environment

To open the Record, select the Record Id from either the Database “Directory of Records” view or the Navigation Frame.

The “Manage Data” view is the default view for the Record.

The Record has 10 different Service Tabs that allow users to enter, manage, validate, view, export and perform other functions.

In addition to the Service Tabs, many help features have been added to assist users in entering and validating information within the Record.

# Metadata Record Environment – “Manage Data” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences Go

**Manage Data** Manage Compounds Validation Overview View Export Artifacts Extensions Convert Undo Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1 Help!

or M - Mandatory or A - Mandatory-if-applicable or O - Optional  
V - Validation Instructions

Name	Value	Format	Description
<b>Identification Information</b>	In Progress	compound	Basic information about the data set.
<b>Data Quality Information</b>	In Progress	compound	A general assessment of the quality of the data set. (Recommendations to be performed are found in 'Spatial Data Quality,' which is part of the Federal Information Processing Standard 173; Washington, Department of Commerce, National Institute of Standards and Technology.)
<b>Spatial Data Organization Information</b>	In Progress	compound	The mechanism used to represent spatial information in the data set.
<b>Spatial Reference Information</b>	In Progress	compound	The spatial reference system used to define the coordinates in the data set.
<b>Entity and Attribute Information</b>	In Progress	compound	Defines the data types, their attributes, and the relationships between them.
<b>Distribution Information</b>	In Progress	compound	Information about the distribution of the data set.
<b>Metadata Reference Information</b>	In Progress	compound	Information about the metadata used in the data set.

The Record Id is now part of the Breadcrumb Navigation.

Entering the Record opens the “Manage Data” view.

This is the primary view used to navigate through the Record. It is the view in which the user enters or edits information in the Record.

This view displays either Compound Elements and/or Data Elements according to the order of the FGDC Standard Profile.

# Metadata Record Environment – “Manage Compounds” View

my\_account  
my\_db

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

Manage Data Manage Compounds Validation Overview View Export Artifacts Extensions Convert Undo Support

Icon Name	Status
<input type="checkbox"/> idinfo (Identification Information)	In Progress
<input type="checkbox"/> dataqual (Data Quality Information)	In Progress
<input type="checkbox"/> spdoinfo (Spatial Data Organization Information)	In Progress
<input type="checkbox"/> spref (Spatial Reference Information)	In Progress
<input type="checkbox"/> eainfo (Entity and Attribute Information)	In Progress
<input type="checkbox"/> distinfo (Distribution Information)	In Progress
<input type="checkbox"/> metainfo (Metadata Reference Information)	In Progress

Change Id/Title Cut Copy Delete Select All

Select type to add...  
Add

Select type to add...  
Identification Information  
Data Quality Information  
Spatial Data Organization Information  
Spatial Reference Information  
Entity and Attribute Information  
Distribution Information  
Metadata Reference Information  
2004-04-09 10:52  
2004-04-09 10:52  
2004-04-09 10:52  
2004-04-09 10:52

Select this Service Tab to see the “Manage Compounds” view.

The “Manage Compounds” view allows you to add, rename, cut, copy, paste, and delete Compound Elements.

Compound Elements are added to a Record using the drop-down select box. Select a Compound Element and click on the “Add” button. The new element will appear in the “Manage Compounds” view.



# Metadata Record Environment – “Validation Overview” View

The screenshot displays the MERMAid web application in a Microsoft Internet Explorer browser window. The address bar shows the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The left sidebar contains a navigation tree for 'my\_account' with a sub-tree 'my\_db' containing 'st\_1'. Below this is a 'Zope Corporation' logo and a 'Refresh Navigation Frame' button. A 'Logged in as User\_1' status bar is also present. The main content area shows the 'Validation Overview' tab selected, displaying the 'FGDC Standard Profile' for the record at '/noaa/training/my\_account/my\_db/st\_1'. The profile includes sections for Identification Information, Citation Information, Series Information, Publication Information, Larger Work Citation, and Description. Each section contains a list of mandatory elements, some of which are highlighted in red text. A yellow callout box on the right explains the purpose of the 'Validation Overview' view and provides a note about invalid element names.

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

FGDC Standard Profile:

Identification Information:

Citation:

Citation Information:

Originator:

This is a mandatory element.

Publication Date:

This is a mandatory element.

Title:

This is a mandatory element.

Series Information:

Series Name:

This is a mandatory element.

Issue Identification:

This is a mandatory element.

Publication Information:

Publication Place:

This is a mandatory element.

Publisher:

This is a mandatory element.

Larger Work Citation:

Citation Information:

This is a mandatory element.

Description:

Abstract:

This is a mandatory element.

Purpose:

This is a mandatory element.

Time Period of Content:

Time Period Information:

Single Date/Time:

A selection must be made between the Single Date/Time or the Multiple Dates/Times or the Range of Dates/Times elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.

Calendar Date:

This is a mandatory element.

Multiple Dates/Times:

# Metadata Record Environment – “View” View

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Reference  
Navigation  
Frame

Logged in as [user]  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | **View** | Export | Artifacts | Extensions | Convert | Undo | Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1 [Help!](#)

or - Mandatory    or - Mandatory-if-applicable    or - Optional  
 - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
			Statement of the quality of the data set. (Recommendations on information to be reported and formed are found in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of 2. Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Department of Commerce, National Institute of Standards and Technology.)
			Used to represent spatial information in the data set.
			of the reference frame for, and the means to encode, coordinates in the data set.
			the information content of the data set, including the entity types, their attributes, and the which attribute values may be assigned.
			out the distributor of and options for obtaining the data set.
			the currentness of the metadata information, and the responsible party.

Select the “View” Service Tab to view the Record or a portion of the Record.

“View” allows you to display the Record, or a portion of it, in either Text, HTML, or XML format. Additional formats of Tabbed and FAQ are provided when Internet Explorer is used as the browser.

The desired format is set as a user preference. More detailed information on setting user preferences is provided later in this guide.

By selecting “View,” a new window displays the Record in the preferred format.

# Metadata Record Environment – “Export” View

The screenshot shows the MERMAid web application running in Microsoft Internet Explorer. The browser's address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The application interface includes a sidebar on the left with a tree view under 'my\_account' containing 'my\_db' and 'st\_1'. Below this is a '© Zope Corporation Refresh Navigation Frame' button and a 'Logged in as User\_1' status with a 'Set Preferences' dropdown and a 'Go' button. The main content area has a top navigation bar with tabs: 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', 'Undo', and 'Support'. The 'Export' tab is selected, and the page title is 'FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1'. The main heading is 'Export Record'. Below this, instructions state: 'To export the Record content, first view the Record: 1. Select the radio button next to the desired format. 2. Click on the 'Produce View' button.' A 'Note' follows: 'The view will display in a new browser window. If the view does not display, check for minimized windows that may contain the view.' There are three radio buttons for format selection: 'Text' (selected), 'HTML', and 'XML'. A 'Produce View' button is located below the radio buttons. At the bottom, instructions for exporting to the local file system are provided: 'To export this Record to the local file system: 1. Select the 'File' menu in the new browser window. 2. Click on the 'Save As...' option. 3. The 'Save As' dialog box displays. 4. Navigate to the desired location on the local file system. 5. Enter the filename in the 'File name' text box. 6. Enter the file type (.txt, .htm, .xml) in the 'Save as type' text box. 7. Click on the 'Save' button.'

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

## Export Record

To export the *Record* content, first view the *Record*:

1. Select the radio button next to the desired format.
2. Click on the 'Produce View' button.

Note:  
The view will display in a new browser window.  
If the view does not display, check for minimized windows that may contain the view.

☒ Text  
☐ HTML  
☐ XML

Produce View

To export this *Record* to the local file system:

1. Select the 'File' menu in the new browser window.
2. Click on the 'Save As...' option.
3. The 'Save As' dialog box displays.
4. Navigate to the desired location on the local file system.
5. Enter the filename in the 'File name' text box.
6. Enter the file type (.txt, .htm, .xml) in the 'Save as type' text box.
7. Click on the 'Save' button.

Select this Service Tab to see the “Export” view.

“Export” allows you to display the Record, or a portion of it, in either Text, HTML or XML format.

Select the desired format by clicking on the radio button next to the format name. Click on the “Produce View” button. A new window displays the Record. The Record can be “exported” from MERMAid using the “Save As...” option located in the browser window’s “File” menu.

# Metadata Record Environment – “Artifacts” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

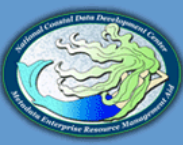
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo








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Refresh Navigation Frame








Logged in as User\_1  
Set Preferences  
Go



Manage Data Manage Compounds Validation Overview View Export **Artifacts** Extensions Convert Undo Support

FGDC Standard Profile at [/noaa/training/my\\_account/my\\_db/st\\_1](#) Help!

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional  
 - Validation Instructions

Name	Value	Format	Description
 <b>Identification Information</b>	In Progress	compound	Basic information about the data set.
 <b>Data Quality Information</b>			A general assessment of the quality of the data set. (Recommendations on information to be reported and the format for reporting are provided in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, National Institute of Standards and Technology.)
 <b>Spatial Data Organization Information</b>			Information about the spatial information in the data set.
 <b>Spatial Reference Information</b>			Information about the frame for, and the means to encode, coordinates in the data set.
 <b>Entity and Attribute Information</b>	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
 <b>Distribution Information</b>	In Progress	compound	Information about the distributor of and options for obtaining the data set.
 <b>Metadata Reference Information</b>	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Select this Service Tab to access the “Artifacts” container.

More detailed information on adding Artifacts to a Record is provided later in this guide.

Internet

# Metadata Record Environment – “Extensions” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

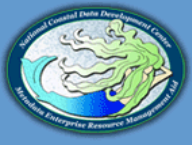
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo








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Refresh Navigation Frame








Logged in as User\_1  
Set Preferences Go



Manage Data Manage Compounds Validation Overview View Export Artifacts **Extensions** Convert Undo Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1 Help!

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional  
 - Validation Instructions

Name	Value	Format	Description
 <b>Identification Information</b>	In Progress	compound	Basic information about the data set.
 <b>Data Quality Information</b>	In Progress		et. (Recommendations on information to be reported and quality,' which is Chapter 3 of Part 1 in Department of (SDTS) (Federal Information Processing Standard 173); Institute of Standards and Technology.)
 <b>Spatial Data Organization Information</b>	In Progress		ion in the data set.
 <b>Spatial Reference Information</b>	In Progress	compound	The description of the reference frame for, and the means to encode, coordinates in the data set.
 <b>Entity and Attribute Information</b>	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
 <b>Distribution Information</b>	In Progress	compound	Information about the distributor of and options for obtaining the data set.
 <b>Metadata Reference Information</b>	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Select this Service Tab to access the “Extensions” container.

More detailed information on working with Extensions to a Record is provided in the User’s Guide.

Internet

# Metadata Record Environment – “Convert” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer". The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar has buttons for Back, Forward, Home, and Go, along with a Links button.

The main content area is titled "my\_account" and features a sidebar on the left. The sidebar contains a tree view under "my\_db" with sub-items: st\_1, idinfo, dataqual, spdoinfo, spref, eainfo, distinfo, and metainfo. Below the tree view, there is a copyright notice for Zope Corporation, a "Refresh Navigation Frame" button, and a "Logged in as User\_1" status with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is a circular logo for the National Coastal Data Development Center.

The main content area has a tabbed interface with the following tabs: Manage Data, Manage Compounds, Validation Overview, View, Export, Artifacts, Extensions, Convert, Undo, and Support. The "Convert" tab is currently selected. The content of the "Convert" tab is titled "FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1" and "Convert Record". It provides instructions for converting an FGDC Standard Profile Record to another Profile:

1. Select the radio button next to the desired Profile.
2. Click on the 'Convert Profile' button.

Below the instructions, there are two radio buttons: "FGDC Biological Profile" and "FGDC Shoreline Profile". A "Convert Profile" button is located below the radio buttons. A note at the bottom of the main content area states:

Note:  
All extended elements for the new Profile are added.  
Any unused elements must be deleted.

A yellow callout box with a black border contains the following text:

Select this Service Tab to see the “Convert” view.

From this view, you can convert any FGDC Standard Profile Record to another FGDC Profile.

Select the profile to convert to and click on the “Convert Profile” button.

# Metadata Record Environment – “Undo” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

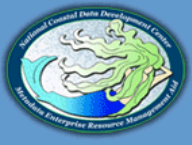
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as **User\_1**  
Set Preferences  
Go



Manage Data Manage Compounds Validation Overview View Export Artifacts Extensions Convert **Undo** Support

FGDC Standard Profile at [/noaa/training/my\\_account/my\\_db/st\\_1](#) Help!

To undo a transaction:

1. Identify the transaction to Undo and select the corresponding checkbox.
2. Identify any later transactions that modified the same object and select the corresponding checkbox.
3. Click on the 'Undo' button.

Note:  
Even though a transaction is shown below, you may not be able to undo it if later transactions modified objects that were modified by a selected transaction.

<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/artifacts/manage_delObjects by <b>noaa/training/my_account User_1</b>	2004-03-09 09:38:41 AM
<input type="checkbox"/>	/noaa/training/my_account/my_db/st_1/artifacts/manage_addFile by <b>noaa/training/my_account User_1</b>	2004-03-09 09:37:39 AM

Undo

Select this Service Tab to see the “Undo” view.

From the “Undo” view you can undo transactions that have occurred to the Record.

This example shows two transactions that can be undone.

To undo a transaction, select the checkbox(es) next to the item(s) that you want to undo and click on the “Undo” button.

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The browser's address bar displays the URL: `https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage`. The application interface includes a sidebar on the left with a 'my\_account' menu and a 'Zope Corporation Refresh Navigation Frame' button. The main content area features a series of tabs: 'Manage Data', 'Manage Compounds', 'Validation Overview', 'View', 'Export', 'Artifacts', 'Extensions', 'Convert', 'Undo', and 'Support'. The 'Support' tab is selected, opening a new window titled 'MERMAid Questions/Comments - Microsoft Internet Explorer'. This window displays a 'Submit Question/Comment' form with fields for Name, Email, and Phone, and a large text area for the question/comment. A yellow callout box points to the 'Support' tab and the form, containing the text: 'Select this Service Tab to see the "Support" view. A new window displays the "Submit Question/Comment" form. This form allows you to submit questions or comments to the MERMAid support staff. Complete the form. Click on the "Submit Question/Comment" button to send your comments.'



# Metadata Record Environment – Legend

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Artifacts | Extensions | Convert | Undo | Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

or M - Mandatory | or A - Mandatory-if-applicable | or O - Optional | V - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress	compound	A general assessment of the quality of the data. Tests to be performed are found in 'Spatial Data Quality Standards' (SDQS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
Spatial Organization Information			Information in the data set.
Spatial Information			Information means to encode, coordinates in the data set.
Entity and Attribute Information			Information set, including the entity types, their attributes, and the relationships.
Distribution Information			Information for obtaining the data set.
Metadata Information			Information, and the responsible party.

The Validation Instructions icon appears next to an element name if it is invalid.

The Legend shows the symbology and color codes used within the Record. The Legend can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.

Icons in the "Manage Data" view are used to identify Compound Elements (folders) and Data Elements (pencils).

The icons are color coded to indicate whether the element is mandatory (yellow), mandatory-if-applicable (green) or optional (blue).

# Metadata Record Environment – Help Features

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar shows the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage).

The main window has a sidebar on the left with a tree view under 'my\_account' containing 'my\_db' and 'st\_1'. The 'st\_1' record is expanded, showing a list of metadata fields: idinfo, dataqual, spdoinfo, spref, eainfo, distinfo, and metainf. The main content area displays the 'FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1'. It includes a legend for mandatory, mandatory-if-applicable, and optional fields, and a 'Validation Instructions' section.

A 'Zope Help System' window is open, showing the 'METADATA' section. The 'Contents' pane on the left lists various metadata documents, including 'CSDGM 00 Metadata.dtml' through 'CSDGM 10 Metadata.dtml', 'FGDCshoreline.dtml', and 'NCDDCmdprofile.dtml'. The main content area of the help window shows the 'Definition' and 'Production Rules' for metadata.

A yellow callout box points to the 'Help!' link in the top right corner of the main window. The text in the callout box reads: "Selecting the 'Help!' link displays a new window. The window contains the FGDC documentation. Expand the 'MERMAid' contents in the left frame by clicking on the plus (+) sign."

# Metadata Record Environment – Help Features

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo








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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Artifacts | Extensions | Convert | Undo | Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional  
V - Validation Instruction

Name	Value	Format	Description
 Identification Information	In Progress	compound	Basic information about the data set
 Data Quality Information	In Progress	compound	A general assessment of the quality tests to be performed are found in 'S Commerce, 1992, Spatial Data Trans Washington, Department of Commer
 Spatial Organ Inform			
 Spatial Inform			
 Entity Attrib Inform			
 Distrib Inform			
 Metadata Reference Information	In Progress	compound	Information on the currentness of th

Clicking on the icon next to the Compound or Data Element name will display a new window. The window contains element-level help and provides information from the FGDC documentation such as production rules, definitions and domains. Where applicable, additional guidance including date and time formats or frequently asked questions are provided.

Standard One - Microsoft Internet Explorer

Identification Information

Identification Information -- basic information about the data set.

Type: compound  
Short Name: idinfo

Identification\_Information =

- Citation +
- Description +
- Time\_Period\_of\_Content +
- Status +
- Spatial\_Domain +
- Keywords +
- Access\_Constraints +
- Use\_Constraints +
- (Point\_of\_Contact) +
- (1(Browse\_Graphic)n) +
- (Data\_Set\_Credit) +
- (Security\_Information) +
- (Native\_Data\_Set\_Environment) +

# Metadata Record Environment – Help Features

my\_account

my\_db

st\_1

idinfo

dataqual

spdoinfo

spref

eainfo

distinfo

metainfo

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Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

Navigate into "Metadata Reference Information" by clicking on "metainfo" in the Navigation Frame.

next to the element names marked in red.

The Breadcrumb Navigation indicates the location within the Record.

Also, the "Artifacts," "Extensions," and "Convert" Service Tabs do not appear below the Record level.

NOTICE: Saving and Recovering Information

The "Saving and Recovering Information" Notice is a link. When selected, a new window opens with tips on how to recover a previous view containing unsaved data.

Name	Value	Format	Description
Metadata Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Standard Name	<input type="text"/>	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	free text	
Metadata Standard Version	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	<input type="text"/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.

Done Internet

# Metadata Record Environment – “Name” Column

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional  
 - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date <b>V</b>	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Future Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Contact	In Progress	compound	The party responsible for the metadata information.
Metadata Standard Name <b>V</b>	Select...	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	text	
Metadata Standard Version <b>V</b>	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The “Name” column provides the FGDC name for the element.

If the element’s content is not valid, the text appears in red.

If the element is a Compound Element, the text links into the compound element.

# Metadata Record Environment – Validation Instructions

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

my\_account

my\_db

st\_1

idinfo

dataqual

sp

sp

ea

dis

me

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

Metadata Date - Microsoft Internet Explorer

Validation Instructions

This is a mandatory element.

or **A** - Mandatory-if-applicable or **O** - Optional

**V** - Validation Instructions

NOTICE: Saving and Recovering Information

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

National Coastal Data Development Center  
National Enterprise Resource Management

Name	Value	Format	Description
<b>Metadata Date</b>	<b>V</b> <input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the last review of the metadata entry.
Metadata Future Review Date	<input type="text"/>	date	The date when the metadata should be reviewed
<b>Metadata Contact</b>	In Progress		Information about the person or organization that created the metadata.
<b>Metadata Standard Name</b>	<b>V</b> <input type="text" value="Select..."/>		Information used to document the metadata standard use
OR	<input type="text"/>		
<b>Metadata Standard Version</b>	<b>V</b> <input type="text"/>	string	Information used to document the data set.
Metadata Time Convention	<input type="text" value="Select..."/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The red "V" indicates there is a validation error for the element. Selecting the "V" displays a box with "Validation Instructions." These instructions assist the user in correcting the error.

In this example, the "Validation Instructions" indicate that the element is mandatory and, therefore, must be completed.

Done Internet

# Metadata Record Environment – “Value” Column

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory    or **A** - Mandatory-if-applicable    or **O** - Optional

The “Value” column for Data Elements provides entry boxes.

Name	Value	Format	Description
<b>Metadata Date</b>	<b>V</b> <input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>		
Metadata Future Review Date	<input type="text"/>		
<b>M</b> Metadata Contact	In Progress		
<b>Metadata Standard Name</b>	<b>V</b> <input type="text" value="Select..."/>		
OR	<input type="text"/>		
<b>Metadata Standard Version</b>	<b>V</b> <input type="text"/>		
Metadata Time Convention	<input type="text" value="Select..."/>		
Metadata Access Constraints	<input type="text"/>	string	metadata: These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.  Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The “Value” column for Compound Elements displays the status.

There are three status levels a Compound Element can have:

- “In Progress” – If a Compound Element contains any validation errors, the status is “In Progress.” When a new Record is created, you will notice the status for all elements is “In Progress.”
- “Complete” – Once a Compound Element validates, the status is changed to “Complete.”
- “Deleted” – When a Compound Element is deleted from the Record, the status is changed to “Deleted.”



# Metadata Record Environment – “Valid Formats/Domains”

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory      or **A** - Mandatory-if-applicable      or **O** - Optional  
**V** - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
<b>Metadata Date</b> <b>V</b>	<input type="text"/>	date	The date that the metadata were created or last updated
<b>Metadata Review Date</b>	<input type="text"/>	date	The date of the latest review of the metadata entry.
<b>Metadata Future Review Date</b>	<input type="text"/>	date	The date by which the metadata entry should be reviewed
<b>Metadata Contact</b>	In Progress	compound	The party responsible for the metadata information.
<b>Metadata Standard Name</b> <b>V</b>	Select...		
OR	<input type="text"/>		
<b>Metadata Standard Version</b> <b>V</b>	<input type="text"/>		
<b>Metadata Time Convention</b>	Select...		
<b>Metadata Access Constraints</b>	<input type="text"/>		

**Valid Formats/Domains**

- YYYY
- YYYYMM
- YYYYMMDD

FGDC specifies a valid format or domain for some Data Elements. Placing the cursor in the entry box displays a “Valid Formats/Domains” pop-up box for these elements. This box contains examples of the proper format or domain.

The display of the pop-up box can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.



# Metadata Record Environment – “Format” Column

my\_account

my\_db

st\_1

idinfo

dataqual

spdoinfo

spref

© Zop

N

Logged

Set P

Future Review Date

Metadata Contact

Metadata Standard Name

OR

Metadata Standard Version

Metadata Time Convention

Metadata Access Constraints

Manage Data

Manage Compounds

Validation Overview

View

Export

Undo

Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory

or **A** - Mandatory-if-applicable

or **O** - Optional

**V** - Validation Instructions

NOTICE: Saving and Recovering Information

Format

Description

date

The date that the metadata were created or last updated

date

The date of the latest review of the metadata entry.

date

The date by which the metadata entry should be reviewed

compound

The party responsible for the metadata information.

selection

The name of the metadata standard used to document the data set.

free text

string

Identification of the version of the metadata standard use to document the data set.

selection

Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.

string

Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.

Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Format Definition

A particular year, month, and day that an event occurred.

The “Format” column defines the format of the element. Terms listed in the “Format” column are links that display pop-up boxes containing the format definition.

The display of the “Format” column can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.

# Metadata Record Environment – “Description” Column

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory or - Mandatory-if-applicable or - Optional  
 - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
Metadata Date <b>V</b>	<input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Review Date	<input type="text"/>	date	The date by which the metadata entry should be reviewed
Metadata Compound	<input type="text"/>	compound	The party responsible for the metadata information.
Metadata Standard Name	<input type="text"/>	selection	The name of the metadata standard used to document the data set.
Metadata OR	<input type="text"/>	free text	
Metadata Standard Version <b>V</b>	<input type="text"/>	string	Identification of the version of the metadata standard used to document the data set.
Metadata Time Convention	<input type="text" value="Select..."/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.  Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

The “Description” column provides the FGDC definition for the Compound or Data Element.

The display of the “Description” column can be turned on or off as a user preference. More detailed information on setting user preferences is provided later in this guide.

# Navigating through MERMAid

Navigation within a Record can occur in three different ways:

- The Navigation Frame
- The “Manage Data” view
- The Breadcrumb Navigation

# Navigating through MERMAid – Navigation Frame

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1

or M - Mandatory or A - Mandatory-if-applicable or O - Optional  
V - Validation Instructions

Name	Value	Format	Description
Identification Information	In Progress	compound	Basic information about the data set.
Data Quality Information	In Progress	compound	A general assessment of the quality of the data set. (Recommendations on information to be reported and tests to be performed are found in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
Spatial Data Organization Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
Spatial Reference Information	In Progress	compound	Means to encode, coordinates in the data set.
Entity and Attribute Information	In Progress	compound	including the entity types, their attributes, and the
Distribution Information	In Progress	compound	obtaining the data set.
Metadata Reference Information	In Progress	compound	nation, and the responsible party.

The Ids in the Navigation Frame are links to the Databases, Records, and Compound Elements within your Data Source. Expand the tree by selecting the plus sign next to an Id. This exposes the component's content.

This example shows the "my\_db" Database expanded. It contains the Record "st\_1." "st\_1" is also expanded to show the seven main Compound Elements of the Record.

Selecting the Record Id "st\_1" opens the "Manage Data" view in the Component Management Frame.

# Navigating through MERMAid – “Manage Data” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

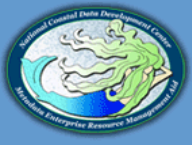
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo







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Refresh Navigation Frame


Logged in as User\_1  
Set Preferences Go










Manage Data Manage Compounds Validation Overview View Export Artifacts Extensions Convert Undo Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1 [Help!](#)

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional

 - Validation Instructions

Name	Value	Format	Description
 <b>Identification Information</b>	In Progress	compound	Basic information about the data set.
 <b>Data Quality Information</b>	In Progress	compound	A general assessment of the quality of the data set. (Recommendations on information to be reported and tests to be performed are found in 'Spatial Data Quality,' which is Chapter 3 of Part 1 in Department of Commerce, 1992, Spatial Data Transfer Standard (SDTS) (Federal Information Processing Standard 173); Washington, Department of Commerce, National Institute of Standards and Technology.)
 <b>Spatial Data Organization Information</b>	In Progress	compound	Information about the spatial data set.
 <b>Spatial Reference Information</b>	In Progress	compound	Information about the code, coordinates in the data set.
 <b>Entity and Attribute Information</b>	In Progress	compound	Information about the entity types, their attributes, and the data set.
 <b>Distribution Information</b>	In Progress	compound	Information about the data set.
 <b>Metadata Reference Information</b>	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Within the “Manage Data” view, the Compound Element names link to the content of that element.

Select the name “Identification Information” to open its “Manage Data” view.

# Navigating through MERMAid – “Manage Data” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

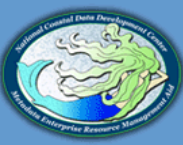
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo


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Refresh Navigation Frame







Logged in as User\_1  
Set Preferences  
Go




**Manage Data** Manage Compounds Validation Overview View Export Undo Support











Identification Information at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo](/noaa/training/my_account/my_db/st_1/idinfo)

For data validation, click on the  next to the element names marked in red.

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional

 - Validation Instructions

NOTICE: [Saving and Recovering Information](#)

Name	Value	Format	Description
 <b>Citation</b>	In Progress	compound	Information to be used to reference the data set.
 <b>Description</b>	In Progress	compound	A characterization of the data set, including its intended use and limitations.
 <b>Time Period of Content</b>	In Progress	compound	Time period(s) for which the data set corresponds to the currentness reference.
 <b>Status</b>	In Progress		Once information for the data
 <b>Spatial Domain</b>	In Progress		in of the data set.
 <b>Keywords</b>	In Progress		ing an aspect of the data set.
 <b>Access Constraints</b>  <input data-bbox="599 992 694 1021" type="text" value="Select..."/>			quisites for accessing the data ess constraints applied to ivacy or intellectual property, s or limitations on obtaining the
OR	<input data-bbox="599 1071 1170 1135" type="text"/>		
 <b>Use Constraints</b>  <input data-bbox="599 1192 694 1220" type="text" value="Select..."/>		selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input data-bbox="599 1270 1170 1335" type="text"/>	free text	

The “Manage Data” view of the “Identification Information” displays the Compound and Data Elements it contains.

You can continue to navigate into the Record by selecting the Compound Element names. For example, select “Time Period of Content” to open it.

# Navigating through MERMAid – Breadcrumb Navigation

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help


Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame







Logged in as User\_1  
Set Preferences  
Go






Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Time Period of Content at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo/timeperd](/noaa/training/my_account/my_db/st_1/idinfo/timeperd) Help!

For data validation, click on the **V** next to the element names marked in red.

 or  - Mandatory     or  - Mandatory-if-applicable     or  - Optional

Instructions  
Discovering Information

Name	Value	Format
 <b>Time Period Information</b>	In Progress	compound
 <b>Currentness Reference</b>	 Select...	selection
OR		free text

Save Changes as 'In Progress'    Save Changes and Validate

Done    Internet

The "Manage Data" view for "Time Period of Content" is displayed.

The Breadcrumb Navigation displays the path to the current Compound Element within the Record. Selecting an Id in this path moves you to that component within the Record or to the Database or Data Source.

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

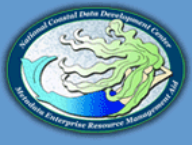
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spinfo
    - spref
    - eainfo
    - distinfo
    - metainfo


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Refresh Navigation Frame







Logged in as User\_1  
Set Preferences  
Go



Manage Data Manage Compounds Validation Overview View Export Undo Support











Identification Information at /noaa/training/my\_account/my\_db/st\_1/idinfo

For data validation, click on the  next to the element names marked in red.

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional

To enter information into a Record, navigate into the Compound Element you wish to complete.

For this example, navigate into "Identification Information." This Compound Element's Compound and Data Elements are shown in the "Manage Data" view.

Name	Value	Description
 <b>Citation</b>	In Progress	Information to be used to reference the data set.
 <b>Description</b>	In Progress	Characterization of the data set, including its intended use and limitations.
 <b>Time Period of Content</b>	In Progress	Period(s) for which the data set corresponds to the currentness reference.
 <b>Status</b>	In Progress	compound The state of and maintenance information for the data set.
 <b>Spatial Domain</b>	In Progress	compound The geographic areal domain of the data set.
 <b>Keywords</b>	In Progress	compound Words or phrases summarizing an aspect of the data set.
 <b>Access Constraints</b>	 Select...	selection Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR	<input type="text"/>	free text
 <b>Use Constraints</b>	 Select...	selection Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR	<input type="text"/>	free text

Internet



# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

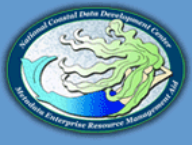
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo


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Logged in as User\_1  
Set Preferences  
Go




Manage Data Manage Compounds Validation Overview View Export Undo Support











Identification Information at /noaa/training/my\_account/my\_db/st\_1/idinfo Hel

For data validation, click on the  next to the element names marked in red.

 or  - Mandatory     or  - Mandatory-if-applicable     or  - Optional

 - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
 <b>Citation</b>	In Progress	compound	Information to be used to reference the data set.
 <b>Description</b>	In Progress	compound	A characterization of the data set, including its intended use and limitations.
 <b>Time Period of Content</b>	In Progress	compound	Time period(s) for which the data set corresponds to the currentness reference.
 <b>Status</b>	In Progress	compound	The state of and maintenance information for the data set.
 <b>Spatial Domain</b>	In Progress	compound	The geographic areal domain of the data set.
 <b>Keywords</b>	In Progress	compound	Words or phrases summarizing an aspect of the data set.
 <b>Access Constraints</b>  <input type="text" value="Select..."/>		selection	Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR <input type="text"/>		free text	
 <b>Use Constraints</b>  <input type="text" value="Select..."/>		selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR <input type="text"/>		free text	

Next, navigate into the "Description" Compound Element by selecting the name.

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh Navigation Frame

Logged in as User\_1  
Set Preferences Go

Manage Data Validation Overview View Export Undo Support

Description at /noaa/training/my\_account/my\_db/st\_1/idinfo/descript Help!

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory or **A** - Mandatory-if-applicable or **O** - Optional

**V** - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value
<b>Abstract</b> <b>V</b>	This metadata record is designed to demonstrate the use of MERMAid as a metadata creation tool.
<b>Purpose</b> <b>V</b>	The MERMAid tool is designed to create a complete metadata record in valid FGDC format.
Supplemental Information	<div>text Other descriptive information about the data set.</div>

Save Changes as 'In Progress' Save Changes and Validate

After selecting the "Save Changes and Validate" button, the "Validation Instructions" icons should not appear and the color of the names "Abstract" and "Purpose" will change. This indicates that there are no validation errors.

"Description" contains two mandatory Data Elements, "Abstract" and "Purpose." "Supplemental Information" is an optional Data Element.

Enter text as needed. After completing, click on the "Save Changes and Validate" button.

With no validation errors shown, navigate back to "Identification Information."

Done Internet

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

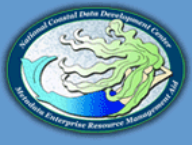
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo

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Logged in as User\_1  
Set Preferences  
Go



Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Identification Information at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo](/noaa/training/my_account/my_db/st_1/idinfo)











For data validation, click on the **V** next to the element names marked in red.

 or  - Mandatory     or  - Mandatory-if-applicable     or  - Optional

**V** - Validation Instructions

NOTICE: Saving and Recovering Information

The Breadcrumb Navigation indicates the Record is now at the "Identification Information" Compound Element.

Name	Value	Format	Description
 <b>Citation</b>	In Progress	compound	Information to be used to reference the data set.
 <b>Description</b>	Complete	compound	A characterization of the data set, including its intended use and limitations.
 <b>Time Period of Content</b>	In Progress		Time period(s) for which the data set corresponds to the current reference.
 <b>Status</b>	In Progress		The state of and maintenance information for the data set.
 <b>Spatial Domain</b>	In Progress	compound	The geographic areal domain of the data set.
 <b>Keywords</b>	In Progress	compound	Words or phrases summarizing an aspect of the data set.
 <b>Access Constraints</b>	 Select...	selection	Restrictions and legal prerequisites for accessing the data set. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the data set.
OR			
	<input type="text"/>	free text	
 <b>Use Constraints</b>	 Select...	selection	Restrictions and legal prerequisites for using the data set after access is granted. These include any use constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on using the data set.
OR			
	<input type="text"/>	free text	

Done Internet

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Logged in as User\_1  
Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the **V** next to the element names marked in red.

For this next example, navigate into "Metadata Reference Information" by selecting the "metainfo" Id. Both Compound and Data Elements are shown in the "Manage Data" view.

Name	Value	Format	Description
<b>Metadata Date</b>	<b>V</b> <input type="text"/>	date	The date that the metadata were created or last updated
Metadata Review Date	<input type="text"/>	date	The date of the latest review of the metadata entry.
Metadata Future Review Date	<input type="text"/>		The date the metadata entry should be reviewed
<b>Metadata Contact</b>	In Progress		Compound - The party responsible for the metadata information.
<b>Metadata Standard Name</b>	<b>V</b> <input type="text" value="Select..."/>	selection	The name of the metadata standard used to document the data set.
OR	<input type="text"/>	free text	
<b>Metadata Standard Version</b>	<b>V</b> <input type="text"/>	string	Identification of the version of the metadata standard use to document the data set.
Metadata Time Convention	<input type="text" value="Select..."/>	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints	<input type="text"/>	string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

Internet

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Set Preferences  
Go

Manage Data Manage Compounds Validation Overview View Export Undo Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

For data validation, click on the V next to the element names marked in red.

or M - Mandatory or A - Mandatory-if-applicable or O - Optional

Validation Instructions  
This is a mandatory element.

Saving and Recovering Information

Name	Value	Format	Description
Metadata Date	March 8, 2004		The date that the metadata was created or last updated
Metadata Review Date			A metadata entry.
Metadata Future Review Date			entry should be reviewed
Metadata Contact	In Progress		data information.
Metadata Standard Name	FGDC Content Standard for Digital Ge		d used to document the
OR			
Metadata Standard Version	FGDC-STD-1998	string	Identification of the version of the metadata standard use to document the data set.
Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
Metadata Access Constraints		string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the metadata.
			Restrictions and legal prerequisites for using the metadata after access is granted. These include any metadata use

# Entering and Validating Information

my\_account

my\_db

st\_1

idinfo

datac

spdoi

spref

eainfo

distin

metainfo

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Set Preferences

Go

Done

Internet

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

Saved changes: (2004-03-08 12:40)

Metadata Date - Microsoft Internet Explorer

**Validation Instructions**

The date defined is not in a valid format. It must be in the form ccYYYYYY.... or bcYYYYY or bcYYYYYMM or bcYYYYYMMDD YYYY or YYYYMM or YYYYMMDD or cdYYYYYY.....

to the element names marked in red.

History-if-applicable

Instructions

Recovering Information

Name	Value	Format	Description
Metadata Date	March 8, 2004	date	The date that the metadata were created or last updated
Metadata Review Date		date	The date of the latest review of the metadata entry.
Metadata Future Review Date			entry should be reviewed
Metadata Contact	In Progress		data information.
Metadata Standard Name	FGDC Content Stand		rd used to document the
OR			
Metadata Standard Version	FGDC-STD-001-1998		metadata standard use
Metadata Time Convention	Select...		information in the
Metadata		string	metadata entry. Used if time or day information is included in the metadata for a data set.

Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property.

In the example shown here, the information entered for "Metadata Standard Name" and "Metadata Standard Version" is valid. There is no longer a red "V" next to each name.

The information entered into "Metadata Date," however, is shown to have a validation error. Clicking on the red "V" displays the "Validation Instructions" for "Metadata Date" and indicates an incorrect date format was entered. Correct the format for the "Metadata Date" and click on the "Save Changes and Validate" button to complete this element.

# Entering and Validating Information

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

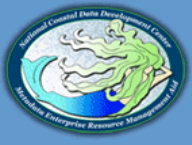
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Manage Data Manage Compounds **Validation Overview** View Export Undo Support

Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

Saved changes. (2004-03-09 12:49)









For data validation, click on the **V** next to the element names marked in red.

 or  - Mandatory     or  - Mandatory-if-applicable     or  - Optional

**V** - Validation Instructions

NOTICE: Saving and Recovering Information

Another way to check for errors is with the "Validation Overview" Service Tab.

Name	Value	Format	Description
 <b>Metadata Date</b> <b>V</b>	March 8, 2004	date	The date that the metadata were created or last updated
 Metadata Review Date		date	The date of the latest review of the metadata entry.
 Metadata Future Review Date		date	The date by which the metadata entry should be reviewed
 <b>Metadata Contact</b>	In Progress	compound	The party responsible for the metadata information.
 Metadata Standard Name	FGDC Content Standard for Digital Geospatial Metadata	selection	The name of the metadata standard used to document the data set.
OR		free text	
 Metadata Standard Version	FGDC-STD-001-1998	string	Identification of the version of the metadata standard used to document the data set.
 Metadata Time Convention	Select...	selection	Form used to convey time of day information in the metadata entry. Used if time of day information is included in the metadata for a data set.
 Metadata		string	Restrictions and legal prerequisites for accessing the metadata. These include any access constraints applied to assure the protection of privacy or intellectual property.

Done Internet



# Entering and Validating Information

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Metadata Reference Information at /noaa/training/my\_account/my\_db/st\_1/metainfo

Metadata Reference Information:  
**Metadata Date:**  
March 8, 2004

The date defined is not in a valid format. It must be in the form ccYYYYYY.... or bcYYYYY or bcYYYYMM or bcYYYYMMDD YYYY or YYYYMM or YYYYMMDD or cdYYYYYY.....

Metadata Contact:  
Contact Information:  
**Contact Person Primary:**  
A selection must be made between the Contact Person Primary or the Contact Organization Primary elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.

**Contact Person:**  
This is a mandatory element.

**Contact Organization Primary:**  
A selection must be made between the Contact Person Primary or the Contact Organization Primary elements. Determine which element best describes the data and delete the other(s) using the Manage Compounds tab.

**Contact Organization:**  
This is a mandatory element.

Contact Address:  
**Address Type:**  
This is a mandatory element.

**City:**  
This is a mandatory element.

**State or Province:**  
This is a mandatory element.

**Postal Code:**  
This is a mandatory element.

**Contact Voice Telephone:**  
This is a mandatory element.

Metadata Standard Name:  
FGDC Content Standard for Digital Geospatial Metadata  
Metadata Standard Version:  
FGDC-STD-1998  
Metadata Security Information:  
**Metadata Security Classification System:**  
This is a mandatory element.

Selecting this view displays the “Metadata Reference Information” section. All the Compound and Data Elements contained in this Compound Element are displayed. The invalid element names are highlighted in red text. The validation error is shown in a box directly below the name.

By selecting the invalid element name, you are brought to the particular Compound Element where the entry or correction can be made.

This example shows the “Metadata Date” is invalid due to the date’s format.

This example also shows validation errors within several Compound Elements in the “Metadata Reference Information” Compound Element.

**Note: If the invalid element name does not link into a Compound Element, this indicates the element does not exist in this Record and must be added from the “Manage Compounds” view.**



# Managing Compound Elements

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo

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Set Preferences  
Go

Manage Data | Manage Compounds | Validation Overview | View | Export | Undo | Support

Time Period Information at /noaa/training/my\_account/my\_db/st\_1/idinfo/timeperd/timeinfo Help!

For data validation, click on the **V** next to the element names marked in red.

or - Mandatory      or - Mandatory-if-applicable      or - Optional  
**V** - Validation Instructions

Name	Value	Format	Description
<b>Single Date/Time</b>	<b>V</b> In Progress	compound	Means of encoding a single date and time.
OR			
<b>Multiple Dates/Times</b>	<b>V</b> In Progress	compound	Means of encoding multiple individual dates and times.
OR			
<b>Range of Dates/Times</b>	<b>V</b> In Progress	compound	Means of encoding a range of dates and times.

In certain cases, you must select between two or more Compound Elements.

In this example, "Time Period Information" requires a choice between "Single Date/Time" OR "Multiple Dates/Times" OR "Range of Dates/Times." Determine which element best describes the time period of the data. Then delete the other two elements using the "Manage Compounds" view.

# Managing Compound Elements

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

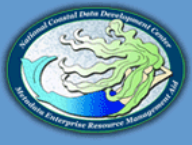
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo

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Logged in as **User\_1**  
Set Preferences  
Go



Manage Data Manage Compounds Validation Overview View Export Undo Support

Time Period Information at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo/timeperd/timeinfo](#) Help!

Select type to add... Add

Icon Name	Status	Last Modified
<input checked="" type="checkbox"/>  sngdate (Single Date/Time)	In Progress	2004-03-09 11:35
<input checked="" type="checkbox"/>  mdattim (Multiple Dates/Times)	In Progress	2004-03-09 11:35
<input type="checkbox"/>  rngdates (Range of Dates/Times)	In Progress	2004-03-09 11:35

Rename Cut Copy Delete Select All

From the "Manage Compounds" view, select the checkboxes next to the names of the elements to delete. Then, click on the "Delete" button.

This example shows that the "Range of Dates/Times" will remain. "Single Date/Time" and "Multiple Dates/Times" will be removed.

Internet

# Managing Compound Elements

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

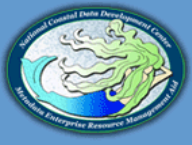
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo







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Go






Manage Data Manage Compounds Validation Overview View Export Undo Support

Time Period Information at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo/timeperd/timeinfo](/noaa/training/my_account/my_db/st_1/idinfo/timeperd/timeinfo) Help!

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional

 - Validation Instructions

Name	Value	Format	Description
 <b>Single Date/Time</b>	Deleted	compound	Means of encoding a single date and time.
OR			
 <b>Multiple Dates/Times</b>	Deleted	compound	Means of encoding multiple individual dates and times.
OR			
 <b>Range of Dates/Times</b>	In Progress	compound	Means of encoding a range of dates and times.

Return to the "Manage Data" view. The values for "Single Date/Time" and "Multiple Dates/Times" are "Deleted." The "Range of Dates/Times" is "In Progress."

Done Internet

# Managing Compound Elements

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

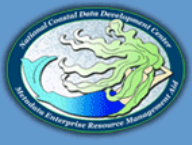
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Set Preferences  
Go




Manage Data Manage Compounds Validation Overview View Export Undo Support

Time Period Information at [/noaa/training/my\\_account/my\\_db/st\\_1/idinfo/timeperd/timeinfo](#) Help!

Select type to add... Add

- Select type to add...
- Single Date/Time
- Multiple Dates/Times
- Range of Dates/Times

Icon Name	Status	Last Modified
<input type="checkbox"/>  rngdates (Range of Dates/Times)	In Progress	2004-03-09 11:35

Rename Cut Copy Delete Select All

Elements are also added from the “Manage Compounds” view. Previously deleted elements can be replaced and elements that are repeatable can be added from this view.

To add a Compound Element to the Record, select it from the drop-down select box. Click on the “Add” button. This element is added and will appear in the “Manage Compounds” view.

Return to the “Manage Data” view to enter information and validate the new element.

Internet

# Special Cases – Entity and Attribute Date Pairs

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
      - detailed
      - overview
    - distinfo
    - metainfo

Attribute at /noaa/training/my\_account/my\_db/st\_1/eainfo/detailed/attr

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory      or **A** - Mandatory-if-applicable      or **O** - Optional

**V** - Validation Instructions

NOTICE: **Saving and Recovering Information**

	Format	Description
	string	The name of the attribute.
	text	The description of the attribute.
	text	The authority of the definition.

**Attribute Definition Source** **V**

**Attribute Domain Values** In Progress

**Special Case:** The section outlined in green is Mandatory.

**Date Pairs**

**Beginning Date of Attribute Values** 20030101 **date**

**Ending Date of Attribute Values** 20030505 **date**

**Add** **Edit** **Update** **Delete** **Undo**

Help!

Earliest or only date for which the attribute values are current. In cases when a range of dates are provided, this is the earliest date for which the information is valid.

Latest date for which the information is current. Used in cases when a range of dates are provided.

Some elements in a Record require special cases for data entry. One instance is the "Beginning Date of Attribute Values" and "Ending Date of Attribute Values." In order to correctly pair dates, a "Date Pairs" select box is used.

To add the beginning and/or the ending dates, enter them in the entry boxes provided. Click on the "Add" button. The dates will appear in the "Date Pairs" select box.

# Special Cases – Entity and Attribute Date Pairs

MERMAid - Microsoft Internet Explorer

Address: https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
      - detailed
        - enttyp
        - attr
      - overview
    - distinfo
    - metainfo

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Attribute at /noaa/training/my\_account/my\_db/st\_1/eainfo/detailed/attr

For data validation, click on the **V** next to the element names marked in red.

or **M** - Mandatory    or **A** - Mandatory-if-applicable    or **O** - Optional  
**V** - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Format	Description
<b>Attribute Label</b> <b>V</b>	<input type="text"/>	string	The name of the attribute.
<b>Attribute Definition</b> <b>V</b>	<input type="text"/>		The description of the attribute.
<b>Attribute Definition Source</b> <b>V</b>	<input type="text"/>		The authority of the definition.
<b>Attribute Domain Values</b>	In Progress		

**Special Case:** The section outlined in green is for editing date pairs.

**Date Pairs**

20030101,20030505  
19991201,empty

**Beginning Date of Attribute Values**  date

**Ending Date of Attribute Values**  date

Help!

Earlier when the information is current. Used in cases when a range of dates are provided.

To edit or delete a date, select the ordered pair from the select box. Click on the desired button. Clicking on the "Edit" button inserts the dates back into the entry boxes where they can be edited. Once the edits are complete, click on the "Update" button to update the "Date Pairs" select box.

Add Edit Update Delete Undo

# Special Cases – Repeatable Elements

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

my\_account  
my\_db

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Manage Data Manage Compounds Validation Overview View Export Undo Support

Detailed Description at [/noaa/training/my\\_account/my\\_db/st\\_1/eainfo/detailed](/noaa/training/my_account/my_db/st_1/eainfo/detailed) Help!

or - Mandatory or - Mandatory-if-applicable or - Optional  
 - Validation Instructions

Name	Value	Format	Description
Entity Type	In Progress	compound	The definition and description of a set into which similar entity instances are classified.
Attribute	<div>Select the attribute... STN - In Progress YYYY - In Progress DOY - In Progress hh - Complete</div>	compound	A defined characteristic of an entity.

Some elements within a Record are repeatable. In this example, the "Entity and Attribute Information" "Detailed Description" can contain multiple "Attribute" Compound Elements. Additional "Attributes" are added using the "Manage Compounds" view. Each "Attribute" is then listed in a drop-down select box. To access a specific "Attribute," select it from the drop-down select box.

**Note:** The options in the select box initially display the Id of the "Attribute." Once an "Attribute Label" Data Element is defined, it is displayed in its place.

# Special Cases – Ordering Compound Elements

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
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    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Set Preferences  
Go

Done Internet

Manage Data Manage Compounds Validation Overview View Export Undo Support

Detailed Description at /noaa/training/my\_account/my\_db/st\_1/eainfo/detailed Help!

Select type to add... Add

Icon Name	Status	Last Modified	Position
<input type="checkbox"/> enttyp (Entity Type)	In Progress	2004-03-11 16:37	
<input type="checkbox"/> attr (Attribute - STN)	In Progress	2004-03-11 16:52	↑ ↓
<input type="checkbox"/> attr1 (Attribute - YYYY)	In Progress	2004-03-11 16:52	↑ ↓
<input type="checkbox"/> attr4 (Attribute - DOY)	In Progress	2004-03-11 16:56	↑ ↓
<input type="checkbox"/> attr3 (Attribute - hh)	In Progress	2004-03-11 16:53	↑ ↓

Change Id/Title Cut Copy Delete Select All

Move Up Move Down

For some elements within a Record that are repeatable, MERMAid offers a way to reorder them. In this example, the "Attribute" Compound Element describing "DOY"(attr4) should come before the "Attribute" Compound Element describing "YYYY" (attr1).

To move "DOY" above "YYYY," click on the corresponding 'up' arrow button.



# Special Cases – Data Set G - Polygon

Use of the "Data Set G – Polygon Outer G-Ring" and/or the "Data Set G-Polygon Exclusion G-Ring" requires the use of either four "G-Ring Point" elements OR a "G-ring." This example shows the four "G-Ring Point" elements have been deleted.

Validation Overview View Export Undo Support

ount/my\_db/st\_1/idinfo/spdom/dsgpoly/dsgpolyo Help!

e V next to the element names marked in red.

A - Mandatory-if-applicable or B - Optional

V - Validation Instructions

NOTICE: Saving and Recovering Information

Name	Value	Form
G-Ring Point	Deleted	

OR

Note: Enter a Longitude Value and a Latitude Value in the spaces provided. values are added. Use the Edit, Update, Delete, or Undo buttons.

G-Ring

Longitude Value of G-Ring

Latitude Value of G-Ring

Add Edit Update Delete Undo

Note: Be sure to save the G-Ring values using one of the buttons at the bottom of the page before clicking on the "Save Changes and Validate" button.

Save Changes as 'In Progress'

Save Changes and Validate

The "G-Ring" should consist of at least four longitude/latitude pairs. In order to pair the correct longitude to latitude, the values are entered separately. After entering the pair, click on the "Add" button. The coordinate pair will appear in the "G-Ring" select box.

To edit or delete a coordinate pair, select it from the select box. Click on the desired button. Clicking on the "Edit" button will insert the pair back into the entry boxes where they can be edited. Once the edits are complete, click on the "Update" button to update the "Date Pairs" select box.

# Special Cases – Bounding Coordinates

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

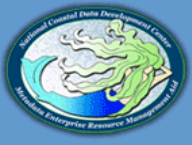
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Set Preferences  
Go



**Manage Data** **Validation Overview** **View** **Export** **Undo** **Support**

**Bounding Coordinates at /noaa/training/my\_account/my\_db/st\_1/idinfo/spdom/bounding** [Help!](#)

Saved changes. (2004-03-09 13:45)

For data validation, click on the **V** next to the element names marked in red.

**West Bounding Coordinate - Microsoft Internet Explorer**





**Validation Instructions**

The east bounding coordinate is west of the west bounding coordinate. Is this intended?

Try-if-applicable or Optional

Instructions

Covering Information

Name	Value	Format	Description
 <b>West Bounding Coordinate</b>	<b>V</b> 124.0	decimal	Western-most coordinate of the limit of coverage expressed in longitude.
 <b>East Bounding Coordinate</b>	<b>V</b> 122.0	decimal	Eastern-most coordinate of the limit of coverage expressed in longitude.
 North Bounding Coordinate	25.0	decimal	Northern-most coordinate of the limit of coverage expressed in latitude.
 South Bounding Coordinate	20.0	decimal	Southern-most coordinate of the limit of coverage expressed in latitude.

Save Changes as 'In Progress' Save Changes and Validate Save Changes and Accept Warning

If the "East Bounding Coordinate" is west of the "West Bounding Coordinate," a warning is issued. You are asked if this is what you intended. To indicate it is, click on the "Save Changes and Accept Warning" button located at the bottom of the page.

Internet

# Ingesting Files

FGDC records created with other applications can be ingested into Databases and managed within MERMAid. Records to be ingested must be in either Extensible Markup Language (XML) or Text format. They must also follow the format and structure of the FGDC Standard, Biological or Shoreline Profiles.

To begin the ingest process, create or select the Database where you will manage the Record(s).

# Ingesting Files

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

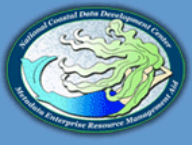
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eaainfo
    - distinfo
    - metainfo



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Refresh Navigation Frame

Logged in as **User\_1**  
Set Preferences  
Go



Database at [/noaa/training/my\\_account/my\\_db](#)

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/>  ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/>  st_1 (Standard Profile)	In Progress	2004-03-09 11:35

Change ID/Title Cut Copy Delete Select All

Navigate into the Database.

To ingest an XML file or text file into the Database, select the "Ingest Files" Service Tab.

Done Internet

# Ingest Files – “Contents” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

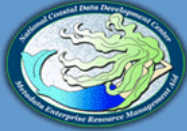
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



**Contents** **Return to Database** **Ingest Error**

## Ingesting Files

XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure.

To ingest file(s):

1. Click on the 'Upload File' button.
2. Follow the directions on the 'Upload File' form.
3. Uploaded files are listed below.
4. To edit an Uploaded File's contents, select its name. Follow the directions on the 'Edit' view.
5. To ingest the Uploaded Files, select the checkbox(es) next to the filename(s) to ingest.
6. Click on the 'Ingest' button.

**Upload File**

Type	Name	Size	Last Modified
------	------	------	---------------

**Ingest** **Change Id/Title** **Cut** **Copy** **Delete** **Select All**

Note:  
The ingest process can take a few minutes.  
Once the process is complete, the browser automatically redirects to a page indicating success or listing ingest errors.

The “Contents” view shows no files in the ingest directory.

To add an XML or text file to be ingested, click on the “Upload File” button.

Internet

# Ingest Files – “Upload File” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

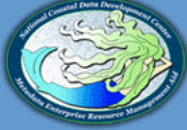
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
  - eainfo
    - detailed
    - overview
  - distinfo
  - metainfo

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go



**Upload File**

To upload a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

If the filename is known:

1. Enter the complete path to the file, including the .xml or .txt extension, in the 'Remote File' text box.
2. Click on the 'Upload File Selection' button.

Remote File  Browse...

Upload File Selection

Note:  
NCDDC provides assistance if a large number of files need to be uploaded for ingest.  
Please contact NCDDC or use the form located in the 'Support' tab.

In the “Remote File” text box either enter the complete path to the file, including the .xml or .txt extension, or click on the “Browse” button to select an XML file or text file to upload from the file system.

Done Internet

# Ingest Files – “Choose File” Dialog Box

The screenshot shows the MERMAid web application in a Microsoft Internet Explorer browser. The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The left sidebar contains a navigation menu for 'my\_account' with sub-items like 'my\_db', 'st\_1', 'idinfo', 'dataqual', 'spdoinfo', 'spref', 'eainfo', 'detailed', 'overview', 'distinfo', and 'metainfo'. Below the menu is a copyright notice for Zope Corporation and a 'Refresh Navigation Frame' button. A 'Logged in as User\_1' status bar is also present.

The main content area is titled 'Upload File'. It includes instructions for uploading a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

Below the instructions, there is a 'Remote File' text box, a 'Browse...' button, and an 'Upload File Selection' button. A note states: 'Note: NCDDC provides assistance if a large number of files need to be uploaded for ingest. Please'.

A 'Choose file' dialog box is open, showing the 'Look in:' field set to 'My Metadata'. The file list contains:

- st\_2.txt
- st\_3.txt
- st\_4.txt
- st\_5.xml
- st\_6.xml
- st\_7.xml

The dialog box also has a 'File name:' field, a 'Files of type:' dropdown set to 'All Files (\*.\*)', and 'Open' and 'Cancel' buttons.

A yellow callout box points to the 'Browse...' button and contains the text: 'Clicking on the “Browse” button displays the “Choose File” dialog box. Use this dialog box to navigate to the file to ingest. Select the XML or text file and click on the “Open” button.'

# Ingest Files – Upload File Selection

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Upload File

To upload a file:

1. Click on the 'Browse' button.
2. The 'Choose File' dialog box displays.
3. Navigate the local file system and select a file to upload.
4. Select the file and click on the 'Open' button.
5. The complete path name for the file will appear in the 'Remote File' text box.
6. Click on the 'Upload File Selection' button.

If the filename is known:

1. Enter the complete path to the file, including the .xml or .txt extension, in the 'Remote File' text box.
2. Click on the 'Upload File Selection' button.

Remote File

C:\My Metadata\st\_2.txt

Browse...

Upload File Selection

Note:  
NCDDC provides assistance if a large number of files need to be uploaded for ingest.  
Please contact NCDDC or use the form located in the 'Support' tab.

The complete path name for the file appears in the "Remote File" text box.

Click on the "Upload File Selection" button. This loads the file into the ingest directory.

Internet



# Ingest Files – “Contents” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

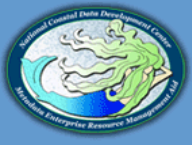
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go



**Contents** **Return to Database** **Ingest Error**


## Ingesting Files

XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure.

To ingest file(s):

1. Click on the 'Add File' button.
2. Follow the directions on the 'Add An Ingest File' form.
3. Uploaded files are listed below.
4. To edit the file's contents, follow Step 5. To begin ingesting the files, skip to Step 6.
5. Select the name of the file and follow the directions on that form.
6. Select the checkbox(es) next to the filename(s) to ingest.
7. Click on the 'Ingest' button.

Add File

Type	Name	Size	Last Modified
<input type="checkbox"/>	 st_2.txt (st 2)	7 Kb	2004-03-09 14:04

Ingest Rename Cut Copy Delete Select All

Note:  
The ingest process can take a few minutes.  
Once the process is complete, the browser automatically redire

The XML file(s) and/or text file(s) appear in the the ingest directory “Contents” view. More files can be added as needed.

Done Internet

# Ingest Files – “Ingest” Button

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

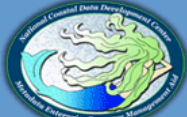
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



Contents Return to Database Ingest Error

## Ingesting Files

XML and text file types can be ingested. Text files must be properly formatted in the FGDC structure.

To ingest file(s):

1. Click on the 'Upload File' button.
2. Follow the directions on the 'Upload File' form.
3. Uploaded files are listed below.
4. To edit an Uploaded File's contents, select its name. Follow the directions on the 'Edit' view.
5. To ingest the Uploaded Files, select the checkbox(es) next to the filename(s) to ingest.
6. Click on the 'Ingest' button.

Upload File

Type	Name	Size	Last Modified
<input type="checkbox"/>	st_2.txt (st 2)	1 Kb	2004-04-09 11:44
<input checked="" type="checkbox"/>	st_3.txt (st 3)	5 Kb	2004-04-09 11:47
<input type="checkbox"/>	st_4.txt (st 4)	1 Kb	2004-04-09 11:47
<input checked="" type="checkbox"/>	st_5.xml (st 5)	7 Kb	2004-04-09 11:47
<input type="checkbox"/>	st_6.xml (st 6)	6 Kb	2004-04-09 11:47
<input checked="" type="checkbox"/>	st_7.xml (st 7)	35 Kb	2004-04-09 11:48

Ingest Change Id/Title Cut Copy Delete Select All

Note:  
The ingest process  
Once the process is

This example shows several XML and text files loaded into the ingest directory.

To start ingesting the files, select the checkbox(s) next to the filename(s) to ingest. Then, click on the "Ingest" button.

The ingest process takes time. Depending on your browser, the ingest progress will be shown in the bottom bar of the browser window.

Internet

# Ingest Files – “Ingest Error” View

The screenshot shows a Microsoft Internet Explorer window titled "MERMAid - Microsoft Internet Explorer". The address bar displays "https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage". The page has a left sidebar and a main content area with tabs.

**Left Sidebar:**

- my\_account**
  - my\_db
    - st\_1
      - idinfo
      - dataqual
      - spdoinfo
      - spref
      - eainfo
      - distinfo
      - metainfo
- © Zope Corporation
- Refresh Navigation Frame
- Logged in as User\_1
- Set Preferences
- Go
- Logo: National Coastal Data Development Center, Wetland Enterprise Resource Management

**Main Content Area:**

- Tabs: Contents, Return to Database, Ingest Error (selected)
- Message: "No errors were encountered during ingest. Click the 'Return to Database' tab to view the ingested records."

**Yellow Callout Box:**

Once the ingest process is complete, the “Ingest Error” view will display. Any errors encountered during the ingest process will be shown in detail.

After the files are ingested, select the “Return to Database” Service Tab.

The callout box has a line pointing to the "Ingest Error" tab.

**Bottom Status Bar:**

- Done
- Internet

# Ingest Files – Resulting Metadata Records

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

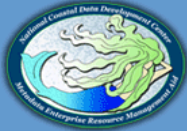
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go



Directory of Records Properties Ingest Files Undo Manage User Account

Database at /noaa/training/my\_account/my\_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/> st_3 (Three)	In Progress	2004-03-09 14:14
<input type="checkbox"/> st_5 (Five)	Complete	2004-03-09 14:12
<input type="checkbox"/> st_7 (Seven)	In Progress	2004-03-09 14:12

Change ID/Title Cut Copy Delete Select All

Returning to the Database, the ingested files are shown in the Database "Directory of Records" view.

These Records can now be opened, modified, saved and managed in the same manner as any newly created Record.

Internet

# Storing Artifacts

MERMAid provides a way to store information that is supplemental to a data set or that supports the Record. This supplemental information is called Artifacts. Artifacts can include items such as:

- data processing procedures
- instrumentation or equipment lists
- copies of proposals or citations
- emails

# Storing Artifacts

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

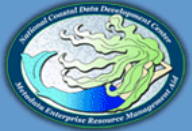
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7








© Zope Corporation  
Refresh Navigation Frame








Logged in as User\_1  
Set Preferences Go



Manage Data Manage Compounds Validation Overview View Export Artifacts Extensions Convert Undo Support

FGDC Standard Profile at /noaa/training/my\_account/my\_db/st\_1 Help!

 or  - Mandatory  or  - Mandatory-if-applicable  or  - Optional  
 - Validation Instructions

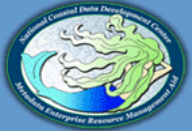
Name	Value	Format	Description
 Identification Information	<p>To store Artifacts with a Record, at the Record level, select the "Artifacts" Service Tab.</p>		
 Data Quality Information			
Washington, Department of Commerce, National Institute of Standards and Technology.)			
 Spatial Data Organization Information	In Progress	compound	The mechanism used to represent spatial information in the data set.
 Spatial Reference Information	In Progress	compound	The description of the reference frame for, and the means to encode, coordinates in the data set.
 Entity and Attribute Information	In Progress	compound	Details about the information content of the data set, including the entity types, their attributes, and the domains from which attribute values may be assigned.
 Distribution Information	In Progress	compound	Information about the distributor of and options for obtaining the data set.
 Metadata Reference Information	In Progress	compound	Information on the currentness of the metadata information, and the responsible party.

Done Internet

# Storing Artifacts – “Contents” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer". The address bar displays the URL: [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage). The page has a navigation sidebar on the left and a main content area.

**Navigation Sidebar:**

- my\_account**
  - my\_db
    - st\_1
    - st\_3
    - st\_5
    - st\_7
- © Zope Corporation
  - Refresh Navigation Frame
- Logged in as **User\_1**
  - Set Preferences
  - Go
- 

**Main Content Area:**

- Tab: **Contents** (selected)
- Link: [Return to Manage Data](#)
- Section: **Artifacts Storage at /noaa/training/my\_account/my\_db/st\_1/artifacts**
- Text: "There are currently no items in *Artifacts Storage*"
- Button: **Add Artifacts File**

**Annotations:**

- A yellow box points to the "Contents" tab: "The Artifacts Storage “Contents” view displays."
- A yellow box points to the "Add Artifacts File" button: "To add Artifacts, click on the “Add Artifacts File” button."
- A yellow box points to the "There are currently no items in Artifacts Storage" text: "This example shows there are no files in the Artifacts Storage."

# Storing Artifacts – “Add An Artifact” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

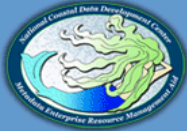
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



## Add An Artifact

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File\*  Browse...

Add

Enter the complete path to the file, including the extension, in the “File” text box  
OR  
Click on the “Browse” button to select a file to upload.

Done Internet



# Storing Artifacts – “Choose File” Dialog Box

**MERMAid - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences Go

**Add An Artifact**

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File\*  Browse... Add

Clicking on the “Browse” button opens the “Choose File” dialog box. Navigate to the file to add. Select the file and click on the “Open” button.

**Choose file**

Look in: My Metadata

Proposal.doc

History Desktop My Documents My Computer My Network P...

File name: Proposal.doc Open

Files of type: All Files (\*.\*) Cancel

# Storing Artifacts – Add File Selection

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

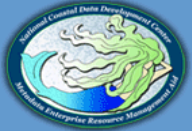
Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



## Add An Artifact

Add An Artifact To upload a file:

1. Enter the Title.
2. Click on the 'Browse' button.
3. The 'Choose File' dialog box displays.
4. Navigate the local file system and select a file to upload.
5. Select the file and click on the 'Open' button.
6. The complete path name for the file will appear in the 'File' text box.
7. Click on the 'Add' button.

If the filename and path are known:

1. Enter the Title.
2. Enter the complete path to the file, including the extension, in the 'File' text box.
3. Click on the 'Add' button.

Title

File\*

Specifying a "Title" for the file is optional.

The complete path to the file is in the "File" text box.

Click on the "Add" button to add this file as an Artifact.

Internet

# Storing Artifacts – “Contents” View

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

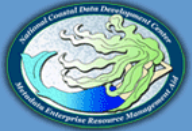
Address [https://mermaid.ncddc.noaa.gov:8092/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov:8092/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh  
Navigation  
Frame


Logged in as User\_1  
Set Preferences  
Go



**Contents** [Return to Manage Data](#)

Artifacts Storage at [/noaa/training/my\\_account/my\\_db/st\\_1/artifacts](/noaa/training/my_account/my_db/st_1/artifacts)

Add Artifacts File

Type	Name	Size	Last Modified
<input type="checkbox"/>	 Proposal.doc (Project One Proposal)	1 Kb	2004-03-10 10:27

Rename Cut Copy Delete Select All

The file is now in the Artifacts Storage.  
To view and/or modify the information of an Artifact, select its name.

Internet

# Storing Artifacts – “Edit” View

The screenshot shows a web browser window titled "MERMAid - Microsoft Internet Explorer". The address bar displays "https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage". The page has a left sidebar with a "my\_account" section containing a tree view with "my\_db" and sub-items "st\_1", "st\_3", "st\_5", and "st\_7". Below this is a "© Zope Corporation" notice, a "Refresh Navigation Frame" button, and a "Logged in as User\_1" status with a "Set Preferences" dropdown and a "Go" button. At the bottom of the sidebar is a circular logo for the "National Coastal Data Development Center".

The main content area has three tabs: "Edit" (selected), "View", and "Return to Contents". The "Edit" tab displays the "Artifacts File at /noaa/training/my\_account/my\_db/st\_1/artifacts/Proposal.doc" with a "Help!" link. Below this is a text area for editing the file content. To the right of the text area are form fields for "Title" (containing "Project One Proposal"), "Content Type" (containing "application/msword"), "Precondition" (empty), "Last Modified" (containing "2004-03-10 10:27"), and "File Size" (containing "27 bytes"). Below these fields are "Save Changes", "Browse...", and "Upload" buttons.

Two yellow callout boxes provide additional information:

- A box on the right says: "To view the Artifact, select the 'View' tab." An arrow points from this box to the "View" tab.
- A box at the bottom says: "When you select a file in the Artifacts Storage, the 'Edit' view is displayed. More detailed information on editing files stored as Artifacts is provided in the User's Guide. Other Service Tabs provided for the Artifact include 'View' and 'Return to Contents.'" An arrow points from this box to the "Edit" tab.

The browser's status bar at the bottom shows "Done" and "Internet".

# Storing Artifacts – “View” View

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdonfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

PROPOSAL FOR METADATA MANAGEMENT

This proposal is to create sample metadata for the demonstration of the MERMAid tool.

The proposal will outline the scope of the data that metadata needs to generated, the procedure for the metadata creation and validation.

To exit this view, use the browser's "Back" button or click on the Record Id ("st\_1") in the Navigation Frame.

Selecting the "View" Service Tab will display the file's contents. Depending on the file type and associated application, some files will open in a new application window.

# Creating Additional User Accounts

Additional user accounts can be established within Data Sources and Databases. Accounts are managed through the “acl\_users (User Folder)” that exists in each Data Source and Database.

Since MERMAid is structured in a hierarchy (Data Source, Database, Record), the location at which a user is added provides the user access to anything at or below that location. For example, adding a user at the Data Source allows that user access to all Databases and Records contained within the Data Source. Adding a user to a specific Database allows that user access only to that Database and the Records it contains.

In addition to the location at which the account is established, the User's role can be defined. There are three roles to choose from:

- Custodian: may create, modify and manage Records.
- Manager: may create Resource Folders, Data Sources, Databases, user accounts and create, modify and manage Records.
- Restricted: may create, modify and manage Records.

Note: Currently, the Custodian and Restricted roles have the same permissions.

# Creating Additional User Accounts

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

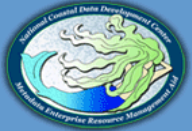
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

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Refresh Navigation Frame






Logged in as User\_1  
Set Preferences  
Go



Directory of Records Properties Ingest Files Undo Manage User Account

Database at /noaa/training/my\_account/my\_db

Select type to add... Add

Type Name	Status	Last Modified
<input type="checkbox"/>  ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/>  st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/>  st_3 (Three)	In Progress	2004-03-09 14:35
<input type="checkbox"/>  st_5 (Five)	Complete	2004-03-09 14:35
<input type="checkbox"/>  st_7 (Seven)	In Progress	2004-03-09 14:35

Change ID/Title Cut Copy Delete Select All

The User Folder (ac\_users) allows the Manager to establish additional user accounts.

In this example, a new user will be added to a Database.

To add a user account, select the User Folder name or icon.

Internet

# User Folder – “Contents” View

**MERMAid - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

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Refresh Navigation Frame

Logged in as **User\_1**  
Set Preferences Go

**Contents** Undo

User Folder at [/noaa/training/my\\_account/my\\_db/acl\\_users](#) Help!

There are no users defined.

To add a user:

1. Click the 'Add...' button below.

Add...

The “Contents” view of the User Folder lists all users currently defined at this level.

To add a new user, click on the “Add...” button.

Done Internet



# User Folder – “Add User” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

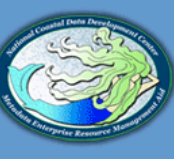
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zopec Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go



Contents Undo

User Folder at /noaa/training/my\_account/my\_db/acl\_users Help!

## Add User

To add a new user:

1. Enter a user name.
2. Enter an email address.
3. Enter a password.
4. Confirm the password by repeating it exactly in the 'Confirm' text box.
5. Select the user's role(s).
6. Click the 'Add' button.

Name\*

Email\*

Password\*

(Confirm)\*

Domains

Roles\* 

Custodian  
Manager  
Restricted

Add

With the information entered, click on the “Add” button to create the account.

The “Name” text box will be the User Name.

The “Email Address” must be completed with a valid email address.

The contents of the “Password” and “(Confirm)” text boxes must match.

The “Domains” text box should be left empty unless the account needs to be restricted to one or more User domains.

The “Roles” selection box lists three roles, “Custodian,” “Manager,” and “Restricted.” Assign a “Role” to the user by clicking on its name.

Done Internet

# User Account Established

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

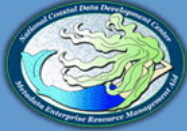
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as **User\_1**  
Set Preferences  
Go



Contents Undo

User Folder at [/noaa/training/my\\_account/my\\_db/acl\\_users](#) Help!

The following users have been defined.

To **add** a user:  
1. Click on the 'Add...' button.

To **change** a user's profile:  
1. Select the user's name.

To **delete** a user's profile:  
1. Select the checkbox next to the user's name. A check mark will appear.  
2. Click on the 'Delete' button.

☐ **User\_2**  
Add... Delete

This user may now access MERMAid via a Web browser. They must use the URL to MERMAid appended with the path to this Database. For this example the path is:

[https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/my\\_db/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/my_db/manage)

This account access is limited to the **my\_db** Database. Therefore, the user cannot access the **noaa**, **training**, or **my\_account** levels.

The new user account appears in the User Folder.

Done Internet

# User Folder – Edit Or Delete A User

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

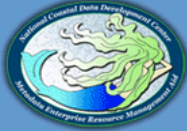
Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

**my\_account**

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh  
Navigation  
Frame

Logged in as **User\_1**  
Set Preferences  
Go



Contents Undo


User Folder at [/noaa/training/my\\_account/my\\_db/acl\\_users](#) Help!

The following users have been defined.

To **add** a user:  
1. Click on the 'Add...' button.

To **change** a user's profile:  
1. Select the user's name.

To **delete** a user's profile:  
1. Select the checkbox next to the user's name. A check mark will appear in the box.  
2. Click on the 'Delete' button.

☐  **User\_2**

Add... Delete

To edit a user account, select the User Name. This will open the "Change User" form.

To delete a user, select the checkbox next to the User Name. Click on the "Delete" button.

Done Internet

# User Folder – “Change User” Form

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mermaid.ncddc.noaa.gov/noaa/training/my\_account/manage

my\_account

- my\_db
  - st\_1
    - idinfo
    - dataqual
    - spdoinfo
    - spref
    - eainfo
    - distinfo
    - metainfo

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Refresh  
Navigation  
Frame

Logged in as User\_1  
Set Preferences  
Go

Contents Undo

User Folder at /noaa/training/my\_account/my\_db/acl\_users Help!

## Change User

To change an existing user's profile:

1. Enter a new email address.
2. Enter a new password.
3. If the password was changed, confirm the new password by repeating it *exactly* in the 'Confirm' text box.
4. Select the user's new role(s).
5. Click on the 'Change' button.

Note: The user name may not be changed. A new account must be created.

Name User\_2

Email\* Mike.Jones@test.gov

Password\*

(Confirm)\*

Domains

Roles\* 

- Custodian
- Manager
- Restricted

Change

This is the “Change User” form for a user account. To change the User Name, you must create a new account. After making changes, click on the “Change” button. Changes will take effect immediately.

**Note: Changing the user password will require a new login to continue this MERMAid session.**

Done Internet

# Setting User Preferences

MERMAid - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home

Address [https://mermaid.ncddc.noaa.gov/noaa/training/my\\_account/manage](https://mermaid.ncddc.noaa.gov/noaa/training/my_account/manage) Go Links

my\_account

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh Navigation Frame

Logged in as User\_1  
Set Preferences  
Go

MERMAid Preferences

This form allows you to adjust the MERMAid interface to fit your needs. **Please note** that you may need to press the browser 'Reload' button in order for some changes to take effect.

Show 'Description' Column	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a brief description of each element.
'Description' Column Display Mode	<input checked="" type="radio"/> Text <input type="radio"/> Graphic	Display description in one of two modes. Select 'Text' to display the textual description. Select 'Graphic' to display an icon that shows the description in a separate window when selected.
Show Valid Format/Domain Values	<input checked="" type="radio"/> On <input type="radio"/> Off	Display a pop-up box listing valid data formats and/or domain values.
Show 'Format' Column	<input checked="" type="radio"/> On <input type="radio"/> Off	Display the format of each element (e.g., date, text).

Preferences control the display of Record views. Select "Set Preferences" from the drop-down select box. Click on the "Go" button.

You can turn various features "on" or "off." These features guide you in entering information (i.e., valid formats/domains, element descriptions, and legends). Other preferences allow you to change the feature's display (i.e., pop-up windows, icons). Turning off features allows more room for Compound and Data Element information to be displayed on the screen. Most changes made to this form will take effect once you click on the "Apply Changes" button.

User preferences are **cookie-based**. This means the preferences are stored by the browser rather than by MERMAid. If the user has a utility on their PC that cleans out browser cookies, then user preferences will be reset to the default settings at the end of the MERMAid session.

Information Notice ☐ Off  
unsaved data.

Apply Changes

Done Internet

# Ending a MERMAid Session - Logout

my\_account

- my\_db
  - st\_1
  - st\_3
  - st\_5
  - st\_7

© Zope Corporation  
Refresh  
Navigation  
Frame

Logged in as User\_1  
Logout  
Go

Database at /noaa/training/my\_account/my\_db

To exit this MERMAid session, close the browser.

Type Name	Status	Last Modified
<input type="checkbox"/> ac_users (User Folder)	None	2004-03-09 11:23
<input type="checkbox"/> st_1 (Standard Profile)	In Progress	2004-03-09 11:35
<input type="checkbox"/> st_3 (Three)	In Progress	2004-03-09 14:35
<input type="checkbox"/> st_5 (Five)	Complete	2004-03-09 14:35
<input type="checkbox"/> st_7 (Seven)	In Progress	2004-03-09 14:35

Change ID/Title

Enter Network Password

Please type your user name and password.

Site: mermaid.ncddc.noaa.gov

Realm: Zope

User Name: User\_1

Password:

☐ Save this password in your password list

OK Cancel

To logout from MERMAid, select "Logout" from the drop-down select box. The browser will display an "Enter Network Password" dialog box. Click on the "OK" button. The dialog box will reappear with both "User Name" and "Password" fields empty. At that point, click on the "Cancel" button. The Component Management Frame will display a message that indicates you have been successfully logged out.

**Questions regarding MERMAid**

**can be directed to**

**[ncddcmetadata@noaa.gov](mailto:ncddcmetadata@noaa.gov)**